

Project Plan Summary



St. Patrick Catholic School

4816 - 53rd Avenue
Camrose, AB
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Principal: Bob Charchun

Project name: Breakfast Club
Person responsible: West, Cristina
Purpose and timelimes: Provide healthy food for students at the start of the school day from September through June.
Revenue to collect: Monetary donations from parents, community members and grants.
Items/Services to be purchased: Food items such as apples, oranges, cheese strings, and granola bars.
Surplus/Deficit Handling Plan: Surplus or deficit will be carried forward.

Project name: Cross Country Running
Person responsible: Ernst, Jason
Purpose and timelimes: Cross Country Racing Events - the students will run throughout the fall (Sept-Oct) and June (1-3 races). A letter will be sent home with all the race information.
Revenue to collect: The parents will be invoiced for the entry fees and any other costs associated with the event.
Items/Services to be purchased: Race Entry Fee and any other costs associated with the event.
Surplus/Deficit Handling Plan: Any surplus or deficit will be carried forward to run the program in the future.

Project name: Cultural Fee
Person responsible: Bob Charchun
Purpose and timelimes: Parents will be notified by the school newsletter when events or presentations will be happening.
Revenue to collect: Parents will be invoiced at the beginning of the school year.
Items/Services to be purchased: Presentations to the students of the school (K-4) : faith, cultural, and music/drama presentations.
Surplus/Deficit Handling Plan: Any surplus or deficit will be carried forward to the next school year.

Project name: ECS Fees
Person responsible: Bellamy, Nola
Purpose and timelimes: Fees collected for field trip fees and busing throughout the year and year end field trip. Also covers Kindergrad activities/supplies.
Revenue to collect: Parents will be invoiced at the beginning of the school year.
Items/Services to be purchased: Field trip admission and busing costs. Also year-end Kindergrad activities/supplies.

Surplus/Deficit Handling Plan: Use surplus to enrich programming and then any surplus can be forwarded for future programming.

Project name: Field Trips

Person responsible: Bob Charchun

Purpose and timelines: Grade 1-4 Field Trips: A letter will go home instructing parents about the field trip location and costs.

Revenue to collect: Revenue will be collected to cover field trip admission and transportation costs.

Items/Services to be purchased: Admission, Transportation and any other cost associated with the field trip.

Surplus/Deficit Handling Plan: Surplus will be used for year-end activities.

Project name: Fundraising Activities

Person responsible: Bob Charchun

Purpose and timelines: The purpose of the fundraising project is to collect money for charitable organizations such as Terry Fox, Lent-A-Hand, various bake sales etc. A letter will be sent home to parents to notify them of the fundraising event.

Revenue to collect: Funds are collected from parents and students who wish to participate.

Items/Services to be purchased: In/Out transaction. There should be no surplus or deficit.

Surplus/Deficit Handling Plan: In/Out transaction. There should be no surplus or deficit.

Project name: General

Person responsible: Bob Charchun

Purpose and timelines: This project is defined to be all other projects that do not fall into the other categories.

Revenue to collect: As required

Items/Services to be purchased: As required

Surplus/Deficit Handling Plan: Any surplus or deficit will be carried over into the next school year and distributed according to the need of the school/students.

Project name: Junior Entry Legacy Program

Person responsible: Bob Charchun

Purpose and timelines: Funds provided by the Camrose Education Foundation to enhance programming for the existing St Pat's School Junior Entry and Pre-Kindergarten programs.

Revenue to collect: No revenue will be collected.

Items/Services to be purchased: Items needed to enhance the Junior Entry and pre-Kindergarten program. eg furniture, technology, improved infrastructure

Surplus/Deficit Handling Plan: All surplus will be carried forward to the next school year for programming purposes until the fund is exhausted.

Project name: Library Book Fair and Lost Damaged Books

Person responsible: Dueck, Linda M.

Purpose and timelines: Book Fair - Letter will be sent home to parents for notification. Lost/Damaged Books - Invoice will be sent home to parent to notify of lost or damaged library book.

Revenue to collect: Revenue will be collected to replace lost or damaged library books. Book Fair

Revenue is optional for parents to purchase books during the book fair.	
Items/Services to be purchased:	Books and other materials for the library.
Surplus/Deficit Handling Plan:	Surplus will be used to purchase books and other materials for the library.
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Project name:	Milk Program (optional)
Person responsible:	Baska, Callista
Purpose and timelines:	Milk orders will be available online to purchase 4 times in the school year.
Revenue to collect:	Revenue collected from students will pay for chocolate or white milk for those who wish to participate. Revenue collected from recycling of milk cartons will be donated to St Francis Xavier Parish Center fundraiser.
Items/Services to be purchased:	Chocolate and White Milk \$1.00/milk Milk Carton Recycling revenue will be donated to St Francis Xavier Parish Center fundraiser.
Surplus/Deficit Handling Plan:	Any surplus will cover the costs for student activities. Milk Carton Recycling revenue will be donated to St Francis Xavier Parish Center fundraiser.
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Project name:	School Council Fundraising
Person responsible:	Bob Charchun
Purpose and timelines:	Project will be used in the event of fundraising purposes only.
Revenue to collect:	Cash or cheques (in/out transactions)
Items/Services to be purchased:	Monies used for school council initiatives.
Surplus/Deficit Handling Plan:	Money will be balanced, any surplus money will be directed to the St. Pat's parent advisory committee.
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Project name:	St. Pat's Saints Sports Clubs
Person responsible:	Doll, Greg
Purpose and timelines:	Saints Sport Club opportunities will be provided to students throughout the duration of the school year. When athletics programming requires funds to be collected a detailed sign up form and letter will be sent home with athletes outlining all the important and necessary information.
Revenue to collect:	Athletes families will be responsible for providing the necessary funds to cover associated costs.
Items/Services to be purchased:	Services and items purchased will vary depending on the club activities. Examples of some of these costs include but are not limited to busing, facility booking, entry fees, team apparel, equipment rentals etc.
Surplus/Deficit Handling Plan:	Surplus and deficit funds and will be carried forward and tied to the associated Saints Sports Club in future calendar years. Collected fees will be adjusted accordingly the following year.
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Project name:	Staff Fund
Person responsible:	Baska, Callista/Rusk, Dawn
Purpose and timelines:	Communication to staff via, email and staff meeting notices. GIFT FUND: Monies will be collected from staff to support staff with their life events: marriage, births, deaths etc. COFFEE FUND: Monies will be collect from the staff who drink coffee.
Revenue to collect:	Monies collected directly from staff members
Items/Services to	GIFT FUND: Monies will be collected from staff to support staff with their life

be purchased: events: marriage, births, deaths etc. COFFEE FUND: Monies will be collect from the staff who drink coffee.

Surplus/Deficit Handling Plan: Monies will be carried over into next years plan.

Project name: Student Fees (Yearbook)

Person responsible: Bob Charchun

Purpose and timelines: All families are invoiced at the beginning of the school year. (optional)

Revenue to collect: Funds will be collected from parents from school fees paid.

Items/Services to be purchased: All students will receive a Yearbook. (optional)

Surplus/Deficit Handling Plan: Any surplus/deficit will be used to cover future yearbook costs.

Project name: Swimming Lessons

Person responsible: Bob Charchun

Purpose and timelines: Swimming lessons are included in the school fee. Students in grades 1-4 will participate in one week of swimming lessons. (No fee charged in 2018-2019 due to pool renovations)

Revenue to collect: Associated costs are included in school fees to cover one week swimming lesson and transportation costs.

Items/Services to be purchased: Funds will be used to pay for registration/instructional fees as well as transportation costs.

Surplus/Deficit Handling Plan: Carry forward any surplus for future programs going on within the school. (No fee charged in 2018-2019 due to pool renovations)