

Project Plan Summary



École Our Lady of Perpetual Help Catholic School

273 Fir Street
Sherwood Park, AB
T8A 2G7

Phone: 780-467-5631

Fax: 780-467-1786

Principal: Alyre Morin

Project name:	5/6 Art Option
Person responsible:	Miller, Chandra
Purpose and timelines:	This course focuses on three major components of visual learning: Drawings (the way we record visual information and discoveries), Compositions (the way images are created to share meaning) and Encounters (personal responses to visual imagery). Following the styles of well-known artists, students will have many opportunities to draw, paint and sculpt using a variety of materials. The program is further designed to allow students to be creative, to develop skills and knowledge, and to develop appreciation and respect for the artistic efforts of others. Purpose of the project is communicated to stakeholders via our website.
Revenue to collect:	Student fee will be collected.
Items/Services to be purchased:	Art supplies, such as paper, paints, pastels, clay, books and artist's canvas will be purchased with the funds.
Surplus/Deficit Handling Plan:	Should there be a surplus, the money will be used to purchase additional art supplies or to put on an art exhibit, to which all of the stakeholders will be invited.

Project name:	5/6 Coding
Person responsible:	St. Jean, Marc
Purpose and timelines:	This option will introduce coding to our students. Coding enables our students to think critically and develop their problem-solving skills. Using their computing devices, students will learn how to program Sphero robots to do a variety of different tasks. Students will also be learning to code using the Scratch program to create their own games, animations and stories.
Revenue to collect:	Student Fees are collected.
Items/Services to be purchased:	The money will be used to purchase materials and on-line resources for programming.
Surplus/Deficit Handling Plan:	Any surplus will go to purchase items which will be used throughout the course of the option class. Ex. - on-line resources, computer programs and coding equipment... Surplus may also be used to support student life and activities in the school.

Project name:	5/6 Healthy Eating
Person responsible:	McCoy, Sonia
Purpose and timelines:	Students will learn to make healthy decisions when it comes to food choices. They will familiarize themselves with the Canadian Food Guide and discover how to transform and prepare some of their favorite recipes into a healthier

version. The students will also learn about safety around the kitchen and they will have the opportunity to further develop their cooking skills.

Revenue to collect: Student Fees are collected.

Items/Services to be purchased: The money will be used to purchase kitchen utensils, ingredients and other kitchen materials.

Surplus/Deficit Handling Plan: Any surplus will go to purchase items which will be used throughout the course of the option class. Ex. - cookbooks, ingredients. Surplus may also be used to support student life and activities in the school.

Project name: 5/6 Media Arts

Person responsible: Gray, Danny

Purpose and timelines: Students in this option will explore various ways to create graphic art. Some areas they explore are photography, stop-motion videos (people and miniatures) and green screening. Students also create their own cartoon animation (frame by frame) and experiment with photo editing by superimposing images. Using all these skills, students are able to create projects such as short films, a magazine cover and other various forms of visual art.

Revenue to collect: Funds are collected with school fees.

Items/Services to be purchased: Materials to help fabricate videos and photos as well as apps and music from iTunes.

Surplus/Deficit Handling Plan: No surplus is planned. School has provided funds from the technology school budget to help offset costs to parents in every year.

Project name: 5/6 Musical Drama

Person responsible: McCoy, Sonia

Purpose and timelines: We would like to offer Drama for grade 6 this coming school year in preparation for the Spring Musical. All students will have a role in the play (some with more lines than others) and will take part in dancing, singing, building, painting and putting together the set. Students choosing this option need to be committed, wanting to act, dance and sing in front of a large audience and attend school on a regular basis. There will be limited space according to the chosen musical. Purpose of the project is communicated to stakeholders via our website.

Revenue to collect: Fees are collected within our parent community through our school fees.

Items/Services to be purchased: Props and decor for our plays, materials.

Surplus/Deficit Handling Plan: All funds will be used to purchase props or stages for the Music/Drama room. This will be communicated during the yearly performances.

Project name: Agendas for students

Person responsible: Morin, Alyre

Purpose and timelines: School agendas are ordered for grade 5 & 6 students. This item is indicated in the school supply list and is part of the school fees. Purpose will be communicated to stakeholder via the school's website.

Revenue to collect: Money for this will come from the school fees.

Items/Services to be purchased: The money will be used to purchase the agendas.

Surplus/Deficit Handling Plan: We do not anticipate any surplus from this event and we will have enough money from our school fees to pay for this. Any surplus would be used to enhance student life.

Project name: Badminton

Person responsible: Miller, Chandra

Purpose and timelines: Fees are required to be charged to members of the badminton teams in order to cover the costs of team t-shirts, district fees, equipment and tournament fees. At the beginning of the season, fees will be sent to the parents of teammates in a letter, indicating the breakdown of the fees charged.

Revenue to collect: Participation Fees charged to parents

Items/Services to be purchased: Costs of t-shirts, district fees, equipment and tournament fees

Surplus/Deficit Handling Plan: Should there be any remaining funds at the end of the year, they will be used for an end-of-year party for all of the badminton teams. Parents will be informed of this intent in a letter sent at the beginning of the season.

Project name: Band

Person responsible: Miller, Linda

Purpose and timelines: Students sign up for this year long course taken at OLPH and fees/expenses are managed by the ABJ Band Program. Purpose of the project is communicated to stakeholders via our website. Parents are informed of fees at an orientation meeting prior to their child joining band for the first time or in a band orientation letter.

Revenue to collect: Funds will be collected from our school fees. \$100 student fee per band student from Holy Spirit, OLPH, and ABJ schools. OLPH and HS will be invoiced by ABJ for the dollar amount times the students enrolled. Students who rent instruments from the school will be charged an additional \$100 per year.

Items/Services to be purchased: All this money is coded to pay for sheet music, instructional method books, instrument supplies, instrument maintenance costs, instrument/equipment purchases, festival entries, folders, bussing, band camp expenses, band shirts and uniforms, Smart Music subscriptions, and miscellaneous program support.

Surplus/Deficit Handling Plan: All this money is collected by the ABJ Band Program - no surpluses will be left at OLPH.

Project name: Basketball Concessions

Person responsible: St. Jean, Marc

Purpose and timelines: Every year, the school hosts a basketball tournament with a concession run by parents and players. Parents donate food items to the concession and then proceed to sell the items the weekend of the tournament. All proceeds go towards OLPH Sports Programs.

Revenue to collect: Parent donations to supply concession and money taken in during concession.

Items/Services to be purchased: Depends on the needs of the school at that time. (Ex. Scorers bench, new basketballs or volleyballs, etc..)

Surplus/Deficit Handling Plan: Proceeds will be used to purchase equipment needed for our extra-curricular sports teams.

Project name: Basketball Teams - boys & girls

Person responsible: St. Jean, Marc

Purpose and timelines: Fees are required to be charged to members of the basketball teams in order to cover the costs of referees, uniforms, equipment and tournament fees. At the beginning of the year, fees will be sent to the parents of teammates in a newsletter, indicating the breakdown of the fees charged.

Revenue to collect: Participation Fees charged to parents.

Items/Services to be purchased: Costs of referees, uniforms, equipment and tournament fees.

Surplus/Deficit Handling Plan: Should there be any remaining funds at the end of the year, they will be used for an end-of-year party for all of the basketball teams. Parents will be informed of this intent in the newsletter sent at the beginning of the year.

Project name: Birch Bay Ranch
Person responsible: Morin, Alyre
Purpose and timelines: Grade 8 religious retreat (one day in October). Parents will receive a letter in the month of September.
Revenue to collect: Money collected from the parents.
Items/Services to be purchased: The cost of transportation, activities and rentals at Birch Bay Ranch.
Surplus/Deficit Handling Plan: Should there be any money left, it will be used to lower the cost of the Junior High year end fieldtrip.

Project name: Book Fair
Person responsible: Bonsant, Nadine
Purpose and timelines: Stakeholders are made aware of this event by Synreemail, school website, Posters, Notes, Student Agendas.
Revenue to collect: Parents/ students pay for items purchased at the Book Fair.
Items/Services to be purchased: Books.
Surplus/Deficit Handling Plan: All money will be used to purchase new books for our school library. Any carryovers would be used to purchase library books the following school year.

Project name: Cultural Fees
Person responsible: Morin, Alyre
Purpose and timelines: Parents are informed by surveys and school fees that the school will collect money for Cultural activities as part of the French Immersion experience.
Revenue to collect: School fees.
Items/Services to be purchased: The money will be used to organize several cultural activities throughout the school year, such as the Carnival, presentations from artists, artist in residence, signers etc.
Surplus/Deficit Handling Plan: Any surplus will be used to purchase cultural materials and enhance student life at school or will be used for further cultural events.

Project name: Donations
Person responsible: Morin, Alyre
Purpose and timelines: All school justice fundraising done through the school is communicated to our student and parent community through a letter that is sent home or via email.
Revenue to collect: Funds will be collected within our parent community.
Items/Services to be purchased: Nothing will be purchased with this money. It will be all donated to the 'Me' to 'We' organizations or to local charities.
Surplus/Deficit Handling Plan: Any money left will be donated to charities.

Project name: Farewell - grade 8
Person responsible: Gagnon, Denise
Purpose and timelines: Fees are required to be charged to the students in grade 8 in order to cover the cost of food and decorating. A few months before the event, a letter will be sent out to the parents indicating the breakdown of the fees charged for the event.
Revenue to collect: Participation Fees charged to parents.

Items/Services to be purchased: The cost of food and decorating.

Surplus/Deficit Handling Plan: Any surplus of money (which is not expected to happen) is carried over to the next year to help cover the costs of decorations. This will be stated in the newsletter that is sent home to the parents.

Project name: Field Trip

Person responsible: Morin, Alyre

Purpose and timelines: All field trip activities are communicated to the parents through letters and permission forms sent home or posted on our website.

Revenue to collect: Participation Fees will be collected within our parent community.

Items/Services to be purchased: Nothing will be purchased with this money, it will be used to pay for the visits of different venues.

Surplus/Deficit Handling Plan: Should there be any surplus in this area, it will be used to support student life and activities in the school.

Project name: Fun Activity (for Junior High not going on the Ski Trip)

Person responsible: McCoy, Sonia

Purpose and timelines: Alternative for Junior High students who do not participate in the ski trip. Parents will receive a letter from the school.

Revenue to collect: Participation fees collected from parents.

Items/Services to be purchased: The cost of transportation and activities.

Surplus/Deficit Handling Plan: Should there be any funds left at the end of the school year, it will be used to lower the cost of the Junior High year end fieldtrip.

Project name: General

Person responsible: Morin, Alyre

Purpose and timelines: Various fundraisers organized by classrooms. Ex. bake sale to purchase classroom books. Parents would be informed of this through a note sent home by the teacher.

Revenue to collect: Classroom raised money.

Items/Services to be purchased: Motivational items for students or special activities.

Surplus/Deficit Handling Plan: Any money left at the end of the school year would be carried over to the following year and be used to purchase motivational items and to support student life activities for our students.

Project name: Holy Spirit CTS

Person responsible: Morin, Alyre

Purpose and timelines: Students sign up for the courses they take at Holy Spirit School. 1) CTF Foods 2) CTF Construction Purpose of the project is communicated to stakeholders via our website.

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

Items/Services to be purchased: All this money is coded to Holy Spirit School to pay for the materials our students will use during these classes.

Surplus/Deficit Handling Plan: All this money is collected by Holy Spirit School - no surpluses will be left at OLPH

Project name: Jasper Ski Trip - Elementary

Person responsible: Gray, Danny

Purpose and timelines:	Magic Bus and school letter sent home with students.
Revenue to collect:	Participation Fees charged to parents.
Items/Services to be purchased:	Lift tickets, rentals, transportation, ski lessons
Surplus/Deficit Handling Plan:	Should there be any surplus, it will be used to lower the cost of the elementary year-end school field trip for the participating students.
Project name:	Jasper Ski Trip- Jr.High
Person responsible:	Godin, Guy
Purpose and timelines:	The ski trip takes place in March and is part of the P.Ed. program. It includes 2 days of skiing and 2 nights at the hotel. Parents receive a letter at the beginning of December informing them of the activity. An initial deposit is required and a final letter comes after the New Year indicating the final cost of the trip.
Revenue to collect:	The parents of the students participating in this event are required to pay.
Items/Services to be purchased:	Fees are required to be charged for busing, ski lift tickets, rental equipment, lessons, hotel and sub costs if applicable.
Surplus/Deficit Handling Plan:	Should there be any surplus, it will be used to lower the cost the the year-end school field trip.
Project name:	Musical Theater 7/8
Person responsible:	McCoy, Sonia
Purpose and timelines:	Students will put to the test their singing, dancing and acting skills in performing a bilingual Musical at the end of the school year. Students will be in Musical Theater for the whole year, therefore will not be able to take 2 different options. Students will also be creating and building the set. The play will be chosen at the beginning of the school year, depending on the number of students enrolled.
Revenue to collect:	Student Fees are collected.
Items/Services to be purchased:	Plays, props and decor for our plays, materials.
Surplus/Deficit Handling Plan:	All funds will be used to purchase props or stages for the Music/Drama room. This will be communicated during the yearly performances. Surplus may also be used to support student life and activities in the school.
Project name:	Noon Hour Supervision
Person responsible:	Morin, Alyre
Purpose and timelines:	Parents are informed of this in our school's website as well as on PowerSchool.
Revenue to collect:	Funds will be collected from the parents through the school fees.
Items/Services to be purchased:	All this money will be used to pay the noon hour supervisors.
Surplus/Deficit Handling Plan:	No surpluses are expected, but should there be some it would be used to enhance student life at school.
Project name:	Outdoor Ed
Person responsible:	St. Jean, Marc
Purpose and timelines:	Field trips include: Shelter Building, Cross-Country Skiing/Snowshoeing, Team Building, Navigation, Wall Climbing, Archery, etc. The Junior High Outdoor and Environmental Education class is composed of six main course elements: 1.Commitment to Action – Encourage responsibility for the local and global environment 2.Outdoor Expeditions – Learn the skills, judgement, confidence

and sensitivity in outdoor settings 3.Environmental Investigations – Investigations regarding the effects of human lifestyles on environments 4.Outdoor Core – Learn the skills and attitudes necessary for a safe, comfortable outdoor experience in all seasons 5.Personal and Group Development – understand and respect self and others 6.Environmental Core – awareness and appreciation for living things and understanding of basic ecological processes Purpose will be communicated to stakeholder via the school's website.

Revenue to collect: Student Fees charged to parents.

Items/Services to be purchased: The costs of outside programs, such as Strathcona Wilderness Centre, for such programs as orienteering, fire building , etc.

Surplus/Deficit Handling Plan: Remaining fund at the end of the year will be used for equipment purchase towards the outdoor education program.

Project name: Painting/Art Jr High

Person responsible: Gagnon, Denise

Purpose and timelines: This course focuses on three major components of visual learning: Drawings (the way we record visual information and discoveries), Compositions (the way images are put together to create meaning) and Encounters (where we meet and how we respond to visual imagery). Students will have many opportunities to draw, paint and sculpt in various media. The program is further designed to allow students to be creative, to develop skills and knowledge, and to develop appreciation and respect for the artistic efforts of others.

Revenue to collect: Student Fees are collected.

Items/Services to be purchased: Supplies for drawing and painting projects (ie acrylics, water color paints, oils and chalk pastels, and markers.

Surplus/Deficit Handling Plan: Any surpluses would be used to purchase more art supplies for this option. Surplus may also be used to support student life and activities in the school.

Project name: Painting/Art- Jr. High

Person responsible: Gagnon, Denise

Purpose and timelines: This course focuses on three major components of visual learning: Drawings (the way we record visual information and discoveries), Compositions (the way images are put together to create meaning) and Encounters (where we meet and how we respond to visual imagery). Students will have many opportunities to draw, paint and sculpt in various media. The program is further designed to allow students to be creative, to develop skills and knowledge, and to develop appreciation and respect for the artistic efforts of others. Purpose will be communicated to stakeholder via the school's website.

Revenue to collect: Student Fees collected from parents.

Items/Services to be purchased: The money will be used to pay for art material such as: watercolor, tempera paint, oil pastels, sketching pencils, charcoal, special paper, brushes etc..

Surplus/Deficit Handling Plan: We do not anticipate any deficits or surplus from this event but should there be any surplus, it will be used to purchase more art material.

Project name: Quebec Trip

Person responsible: Gagnon, Denise

Purpose and timelines: Parent Information Night- September 6th for the Quebec Trip. Information will also be posted in the weekly school online newsletter and on the school website.

Revenue to collect: Parent payments of the trip. \$100.00- non-refundable initial deposit- due Sept. 20, 2018 \$1200.00- due Dec. 31, 2017 \$800.00- due Feb. 27, 2018

Reconciliation Fee- due March 15, 2018 Parents have the option of fundraising for the trip if they so choose.

Items/Services to be purchased: Quebec Trip expenses= airfare, hotel costs, transportation. activities/admissions, some meals, tips, sub fees, etc.

Surplus/Deficit Handling Plan: No surplus is expected due to the flexible reconciliation fee at the end. If a family is in a deficit past the deadline, their child will not be permitted to go and money will be refunded as per the travel agency's agreement (NACEL).

Project name: Replacement Locks

Person responsible: Winland, Annette

Purpose and timelines: Parents are informed of this fee on our website and in their child's school fees.

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

Items/Services to be purchased: All this money will be used to purchase the locks.

Surplus/Deficit Handling Plan: Any surplus in this area would be used to purchase more locks.

Project name: Robotics - Jr. High

Person responsible: Tremblay, Anik

Purpose and timelines: Based on the Electro-Assembly CTS curriculum, students will be delving into the world of robotics through the First Lego-League's Robotics for Youth. In FIRST LEGO League (FLL), students are immersed in real-world science and technology challenges. Teams design their own solution to a current scientific question or problem and build autonomous LEGO robots that perform a series of missions. Through their participation, children develop valuable life skills and discover exciting career possibilities while learning. Purpose will be communicated to stakeholder via the school's website.

Revenue to collect: Fees charged to parents.

Items/Services to be purchased: Equipment, t-shirts and competition registration fees.

Surplus/Deficit Handling Plan: Should there be any remaining funds at the end of the year, they will be used for an end-of-year party for all of the students. Parents will be informed of this intent in the newsletter sent at the beginning of the year.

Project name: Science Olympics

Person responsible: Dufour, France/Tremblay, Anick

Purpose and timelines: Science Olympics involves grade seven and eight students interested in problems solving using science. The activity fees will be sent to the parents of teammates in a letter, indicating the breakdown of the fees charged.

Revenue to collect: Participation Fees are collected from students who partake in the Science Olympics activities.

Items/Services to be purchased: Building materials, competition registration fee, t-shirts and year end party

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will be used for the end of the year party for the Science Olympic team. Parents will be informed of this intent in the letter sent at the beginning of the activity.

Project name: Skills Canada/Jr. Achievement

Person responsible: Gagnon, Denise

Purpose and timelines: Fees are required to be charged to the students in Jr. High in order to cover the cost of busing. A few months before the events, a letter will be sent out to the

parents indicating the breakdown of the fees charged for the two events.

Revenue to collect: Participation Fees charged to parents.

Items/Services to be purchased: The cost of busing (both events have no charge to attend).

Surplus/Deficit Handling Plan: There should be nominal surplus as we have pretty accurate estimates of the busing charges. Any surplus would be used to lower the cost of the year-end field trip.

Project name: Sports 5/6

Person responsible: Morin, Alyre

Purpose and timelines: Information is communicated to parents of the school via our school website, or Synremail.

Revenue to collect: Students fees charged to parents.

Items/Services to be purchased: Funds will be used to participate in various sports

Surplus/Deficit Handling Plan: No surplus is anticipated

Project name: Sports Expérience

Person responsible: Taylor, Sinead

Purpose and timelines: The purpose of the Sports Experience Course is to provide student athletes an opportunity to learn a wide variety of knowledge, skills and attitudes that support the maximization of physical, social, cultural and emotional potential through lifelong, non-traditional sporting endeavours. Students will have exposure to activities such as Kinball, Ultimate Frisbee, Spikeball, Taekwondo, Zumba, etc. Through a combination of theory and practical exposure, students enrolled in the course will learn about sport development through the study of sport development and technique, performance evaluation techniques and also personal and group development through leadership skills and participation. Fees are required to be charged to students to cover the costs of sports equipment. Purpose of the project is communicated to stakeholders via our website.

Revenue to collect: Money will be collected from parents through school fees.

Items/Services to be purchased: Physical education equipment shall be purchased. Specifically, kinballs, spikeballs sets, frisbees, pinneys, and handball equipment.

Surplus/Deficit Handling Plan: Extra sports equipment for the class will be purchased with any additional funds at the end of the project.

Project name: Sports Performance

Person responsible: Godin, Guy

Purpose and timelines: The purpose of the Sports Performance Course is to provide student athletes an opportunity to learn a wide variety of knowledge, skills and attitudes that support the maximization of physical, social, cultural and emotional potential through lifelong, non-traditional sporting endeavours. Students will have exposure to activities such as Scuba diving, Swimming, Water Polo, Fencing, Taekwondo, Zumba etc. Through a combination of theory and practical exposure, students enrolled in the course will learn about sport development through the study of: 1.Current training principles 2.Performance enhancement tools 3.Sport injuries as they apply to the athlete 4.Performance evaluation techniques 5.Personal and group development through leadership skills and volunteerism Purpose of the project is communicated to stakeholders via our website.

Revenue to collect: Student Fees.
Items/Services to be purchased: The cost of transportation and the field trips that are part of the practical component of the course.
Surplus/Deficit Handling Plan: Should there be money left, it would be used purchase/renew equipment used in this class or assisting the no charge options

Project name: Sunridge Ski
Person responsible: Gray, Danny
Purpose and timelines: Ski package from school and Sunridge sent home.

Revenue to collect: Participation Fees charged to parents.
Items/Services to be purchased: Lift tickets, rentals, transportation
Surplus/Deficit Handling Plan: Should there be any left over funds, they will be used to lower the cost of the year end elementary fieldtrip.

Project name: Tower Gardens
Person responsible: Gray, Danny
Purpose and timelines: An application process has been approved and seasonal updates and photo documentation of the plants will be provided to show the progress
Revenue to collect: All funds provided by the TD Environmental Grant.
Items/Services to be purchased: Tower gardens as well as various accessories such as wheels, timer, plant solution, and grow lights.
Surplus/Deficit Handling Plan: No surplus or deficit.

Project name: Track & Field - K Of C
Person responsible: Gray, Danny
Purpose and timelines: A letter explaining the details of the Track and Field Day for OLPH is sent home to parents along with the costs involved.
Revenue to collect: Participation Fees are charged to parents.
Items/Services to be purchased: The money is used for busing and for the rental costs of the Strathcona Athletic Center.
Surplus/Deficit Handling Plan: Should there be any funds left over after this activity, it will be used during a school wide activity at the end of the school year.

Project name: Uniform Replacement Fund
Person responsible: St. Jean, Marc
Purpose and timelines: The sports budget at the beginning of the year has a certain amount reserved for the usual wear and tear of uniforms. Over the course of three or four years, once the uniforms need replacing we will use this fund to supply the school with new uniforms.
Revenue to collect: Fees charged to parents as part of the fees charged for participation to a sports team.
Items/Services to be purchased: New uniforms (every four years)
Surplus/Deficit Handling Plan: Funds at the end of the year will be carried over until the fund is large enough to purchase uniforms for both boys and girls teams.

Project name: Volleyball
Person responsible: Godin, Guy/Tremblay, Anik

Purpose and timelines: and Anik Tremblay - Fees are required to be charged to members of the volleyball team in order to cover the costs of referees, uniforms, equipment and tournament fees. At the beginning of the year, fees will be sent to the parents of teammates in a newsletter, indicating the breakdown of the fees charged.

Revenue to collect: Participation fees charged to parents.

Items/Services to be purchased: Costs of referees, uniforms, equipment and tournament fees

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will be used for an end-of-year party for the boys and girls volleyball teams. Parents will be informed of this intent in a letter sent at the beginning of the year.

Project name: Yearbook

Person responsible: Gagnon, Denise

Purpose and timelines: Fees are required to be charged to members of the school who wish to purchase a school yearbook in order to cover the costs of printing and the upkeep of the photography equipment. Near the end of the year, a letter will be sent out to the parents indicating the breakdown of the fees charged if they wish to purchase a yearbook.

Revenue to collect: Fees charged to the parents.

Items/Services to be purchased: The costs of printing and repair/replacement (upkeep) of camera equipment.

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will be used for the upkeep costs of the photography equipment. Parents will be informed of this intent in the newsletter sent at the end of the year.