

Project Plan Summary



École Our Lady of Perpetual Help Catholic School

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Principal: Alyre Morin

Project name:	7/8 Construction
Person responsible:	Franko, John
Purpose and timelines:	The students will be building various projects to advance their skills in woodworking. They will be required to do a safety component and pass the test in order to work with the machines. The importance of following directions in the use of the tools is of most importance.
Revenue to collect:	A fee of \$75 will be collected to cover some costs.
Items/Services to be purchased:	Supplies for the projects and equipment.
Surplus/Deficit Handling Plan:	Carried over to the next year and used for repairs and upkeep of equipment.

Project name:	7/8 Foods
Person responsible:	Franko, John
Purpose and timelines:	A fee is collected from parents for their child to participate in the Foods program. This fee will be requested at the beginning of the year as part of the school fees.
Revenue to collect:	A fee of \$75 per student will be collected to cover some costs.
Items/Services to be purchased:	Food supplies as well as practical components for the grade 7 Foods program.
Surplus/Deficit Handling Plan:	Surplus / Remaining funds will go toward purchasing groceries and / or resources for the program.

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:	Book Fair
Person responsible:	Corbin, Heather
Purpose and	Stakeholders are made aware of this event by Synreemail, school website,

timelines:	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:	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:	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:	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.