

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 purpose of this project is to collect fees from students for consumables and replenishment of materials for extra and specialized projects in the classroom.
Revenue to collect:	Students will be charged \$75 dollars for classroom projects that have been estimated based on the expected costs. As part of the \$60, \$15 will be transferred to the Construction Equipment project to replace aging machines at the beginning of each semester. (The machine being replaced can be mentioned in the Replacement of Construction Equipment project with a cost estimate and a timeline so that we have clearly definable goals in terms)
Items/Services to be purchased:	Consumable construction materials and tools that support curricular related projects.
Surplus/Deficit Handling Plan:	If there are surplus funds remaining at the end of the school year in the amount of @2.00 or less per student, the funds will be transferred to the Replacement of Construction Equipment project. Any surplus funds in the amount of \$2.00 per student or greater, will be reimbursed to the student via a credit to the student's account in PowerSchool. If fees collected are not sufficient to cover the activity costs, a "Constructions Shortfall" fee may be added to your student's account to cover the project's deficit (provided the cost is not above the board approved maximum).

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 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:	Equipment Replacement fund for Construction
Person responsible:	Winland, Annette
Purpose and timelines:	Fees are required to be charged to students in order to cover the costs of equipment replacement over the years.
Revenue to collect:	Registration Fees charged to parents.
Items/Services to be purchased:	Equipment, other related items to the options
Surplus/Deficit Handling Plan:	The surplus will be carried over year after year to ensure sufficient funds for purchasing large ticket items.
Project name:	Equipment Replacement fund for Food
Person responsible:	Winland, Annette
Purpose and timelines:	Fees are required to be charged to students in order to cover the costs of equipment replacement over the years.
Revenue to collect:	Registration Fees charged to parents.
Items/Services to be purchased:	Equipment, other related items to the options
Surplus/Deficit Handling Plan:	The surplus will be carried over year after year to ensure sufficient funds for purchasing large ticket items.
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	Various fundraisers organized by classrooms. Ex.bake sale to purchase

timelines: 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: Grade 5/6 CTF Courses

Person responsible: Assistant, Office

Purpose and timelines: Students will participate in various Career and Technology Foundations (CTF) courses throughout the school year. Parents will receive an email from their child's homeroom teacher providing specific details on the course prior to the start of the course.

Revenue to collect: A fee is collected from parents for their child to participate in the grade 5/6 CTF courses. This fee will be requested at the beginning of the year as part of the school fees (charged per semester).

Items/Services to be purchased: Resources, supplies, guest speakers to support student learning.

Surplus/Deficit Handling Plan: If there is a surplus of funds, parents will be reimbursed for the remaining funds.

Project name: Grade 7/8 CTF Course

Person responsible: Assistant, Office

Purpose and timelines: Students will participate in various Career and Technology Foundations (CTF) courses throughout the school year. Parents will receive an email from their child's homeroom teacher providing specific details on the course prior to the start of the course.

Revenue to collect: A fee is collected from parents for their children to participate in the grade 7/8 CTF courses. This fee will be requested at the beginning of the year as part of the school fees (charged per semester).

Items/Services to be purchased: Resources, supplies, guest speakers to support student learning.

Surplus/Deficit Handling Plan: If there is a surplus of funds, parents will be reimbursed for the remaining funds.

Project name: Miok Moments

Person responsible: Smith, Ciara

Purpose and timelines: A meeting with Kyle McKinney, the Miok Scholarship coordinator, will occur to share the plan for the funds.

Revenue to collect: Donation - Miok Scholarship \$1000 (contact Kyle McKinney)

Items/Services to be purchased: The funds will be used to purchase incentives for Miok Moments. Four \$25 gift cards/month (February - June = 20), a grand prize item, a student plaque, and a school plaque. Miok Moments are focused on recognizing students, from grades 5-8, for showing a strong sense of character (specifically acts of service and choosing joy). Each month, students who have received a Miok Moment will be entered into a draw. One name from each grade level will be drawn for one of the incentive items. At the end of the school year, all students who have received a Miok Moment will have their names entered into the grand prize draw. The winner will also receive a plaque and have their name engraved on the school plaque.

Surplus/Deficit Handling Plan:	All of this donation will be used for this purpose.
Project name:	Style and Self Care - Grade 7/8
Person responsible:	Smith, Ciara
Purpose and timelines:	Parents and students will see the course details on the school website. Parents and students will also receive additional information in the course outline given to students at the start of the course.
Revenue to collect:	A fee will be collected from parents for their child to participate in the course. This fee will be requested at the beginning of the year as part of the school fees (charged per semester).
Items/Services to be purchased:	Resources, supplies, and guest speakers to support student learning.
Surplus/Deficit Handling Plan:	If there is a surplus of funds, parents will be reimbursed for the remaining funds.
Project name:	Uniform Replacement Fund
Person responsible:	Smith, Ciara
Purpose and timelines:	The Uniform Replacement Fund at the beginning of the year has a certain amount reserved for the usual wear and tear of uniforms. Every four years, uniforms will be replaced at a cost of \$/uniform or \$\$ per team. (A quote can and should be asked for to determine the amount required every four years) This project plan is used on a cost recovery basis only. After uniforms are purchased, the funds will start to collect again for the next four-year jersey replacement.
Revenue to collect:	Athletes in each sport will be charged a uniform replacement fee of \$XX as part of their athletic fee to participate in the school sport. This fee will be transferred with a journal entry at the start of each season from the team project to this fund by the Secretary of the school.
Items/Services to be purchased:	New uniforms (every four years) Uniforms are required for the following sports: Basketball girls and boys (4 teams), Volleyball girls and boys (4 teams), Soccer girls and boys (4 teams) etc.
Surplus/Deficit Handling Plan:	Funds at the end of the year will be carried over until the fourth year. At that time, new uniforms will be ordered. If team uniforms are not needed in the fourth year, fees will be reduced (or eliminated) for successive years until uniforms are purchased. The account will then begin to charge for the next four-year replacement.
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.