

Project Plan Summary



Our Lady Of Mount Pleasant Catholic School

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Principal: Bob Charchun

Project name:	Awards
Person responsible:	Reinhart, Jaymie
Purpose and timelines:	The purpose of this project is to recognize students that are recipients of OLMP school based awards.
Revenue to collect:	Revenue will come 2.00 per student from student council fee as well, from OLMP commission accounts and donations as necessary.
Items/Services to be purchased:	Monetary awards, certificates, medallions, plaques and engraving.
Surplus/Deficit Handling Plan:	Any surplus in this account will remain for future years and deficits will be covered by the source of revenue accounts.
Project name:	2A Provincials
Person responsible:	Popowich, Ryan
Purpose and timelines:	The purpose of this account is to accumulate funds for hosting and participating in 2A Provincial Championships.
Revenue to collect:	Money will be raised through 2-3 Athletic Fundraisers per year, Donations and Athletic Sponsorship (Banners and promotional advertising are offered based on monetary donation levels).
Items/Services to be purchased:	Revenue for this project will be used to purchase School Banners/Business Promo Signs, Team/Individual Provincial Championship Transportation/Accommodations up to \$500, Equipment and any costs associated as 2A hosts.
Surplus/Deficit Handling Plan:	Any carry over will be retained to support future 2A Provincial expenditures as determined by the Athletic Director.
Project name:	5/6 Athletic Clinics
Person responsible:	Popowich, Ryan
Purpose and timelines:	The purpose of this project is to collect a fee for any grade 5/6 students that want to participate in volleyball or basketball clinics held. An information package will be available to any student opting to participate that includes cost, dates and times of the clinics.
Revenue to collect:	Participants will be charged a fee of \$25.00 for clinic. Participants may be charged a cost recovery fee for a t-shirt.
Items/Services to be purchased:	Fees for this project could be used to pay for professional instruction, substitute cost recovery, supplies and custodial charges if applicable.
Surplus/Deficit Handling Plan:	The athletics account will cover any deficits that occur. Any surplus of funds will be transferred to the athletics account to subsidize the athletics department.
Project name:	5/6 Swimming

Person responsible: Reinhart, Chris

Purpose and timelines: Parents will receive a consent form to sign that indicates the program details and dates.

Revenue to collect: The approved maximum fee of \$15.00 is based on cost recovery and will be adjusted yearly to the current expected costs.

Items/Services to be purchased: Services purchased for this program will be pool rental and transportation.

Surplus/Deficit Handling Plan: Any surplus of funds will be reimbursed to the students via a credit to their powerschool account.

Project name: Agendas

Person responsible: Gumpinger, Becky

Purpose and timelines: The purpose of this project is to collect fees for an OLMP agenda book that is required by all grade 5 students. Parents will be advised of this at the start of the school year.

Revenue to collect: The fee collected for this project in the amount of \$7.00 is spent on a cost recovery basis and the fee may fluctuate each year based on the cost.

Items/Services to be purchased: Fees for this project will be used to purchase agendas.

Surplus/Deficit Handling Plan: Parents are charged no more than cost recovery. Deficits are paid by the OLMP supplies budget.

Project name: Art 5/6

Person responsible: Petiot, Debbie

Purpose and timelines: The purpose of this project is to collect fees for students to participate in this course. Course outlines/letters will be provided with detailed breakdown of activities/projects and their associated costs.

Revenue to collect: The fee collected for this project in the amount of \$20.00 will be spent on a cost recovery basis and has been estimated based on the expected costs. From the \$20.00 fee, \$2.00/student may be transferred to the HS art program if bulk paint supplies are used.

Items/Services to be purchased: Fees for this project could be used to pay for materials such as paint, canvases, brushes, pastels, specialty paper and virtual art lessons including supplies.

Surplus/Deficit Handling Plan: After completion of the course, supplies will be replenished and any surplus funds remaining after that will be refunded back to the student via a credit to the student account in Powerschool.

Project name: Art 7/8

Person responsible: Music, Dakota

Purpose and timelines: The purpose of this project is to collect fees in order for students to participate in this course.

Revenue to collect: The fee collected for this project in the amount of \$31.50 will be spent on a cost recovery basis and has been estimated based on the expected costs. A portion of this fee will be transferred to the HS art program for bulk items purchased by HS art and used by 7/8 art. Students may need to pay an additional fee for extra projects and fieldtrips.

Items/Services to be purchased: Fees for this project could be used to pay for materials such as paint, canvases, brushes, pastels, specialty paper, etc. and reimburse HS art for use of bulk supplies, as well as transportation for any art fieldtrips.

Surplus/Deficit Handling Plan: After the course is completed, any remaining funds in the amount of 20% or more per student will be reimbursed to the student via a credit to the student

account in Powerschool. Any surplus of 20% or less per student will be held aside for the purchase of replacement supplies.

Project name:	Art 9-12
Person responsible:	Music, Dakota
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in this course. Course outlines / letters home will be provided with detailed breakdown of activities and their associated costs.
Revenue to collect:	The fee collected for this project in the amount of \$40.00 (\$75.00 for full year enrollment) will be spent on a cost recovery basis and has been estimated based on the expected costs. Students may need to pay an additional fee for extra projects and fieldtrips.
Items/Services to be purchased:	Fees for this project could be used to pay for materials such as paint, canvases, brushes, pastels, specialty paper, and transportation for any art fieldtrips.
Surplus/Deficit Handling Plan:	After completion of the course, any funds remaining in the amount of 20% per student will be reimbursed to the student via a credit to the student account in Powerschool. Any surplus amount of 20% or less per student will be used to replenish supplies.
Project name:	ASLC/HSL Trips
Person responsible:	Terlesky, Daniette
Purpose and timelines:	The purpose of this project is to collect fees for students opting to participate in the Alberta Student Leadership Conference (ASLC) and other leadership conferences. An outline of the conference and dates will be provided to the students.
Revenue to collect:	The fee collected for this project will be on a cost recovery basis. High School Leadership fundraising money raised specific to this trip will be divided amongst the participants and applied to the student account in Powerschool.
Items/Services to be purchased:	Fees for this project will be cost be recovery based on the number of students and chaperones attending, and will be used to pay for accommodations, travel, registrations, admissions, substitute teacher costs and any other expenses outlined prior to the trip.
Surplus/Deficit Handling Plan:	After completion of the trip, no surplus or deficit is anticipated, as fees were based on cost recovery, however, if unexpected expenses are incurred, students may be required to pay an additional fee, do fundraising to cover the deficit or submit a request to the High School Leadership fundraising account for financial assistance.
Project name:	Athletic Performance 9
Person responsible:	Enright, Stephen
Purpose and timelines:	The purpose of this project is to collect fees for students in grade 9 to participate in Athletic Performance. A course outline will be given to students outlining the activities offered.
Revenue to collect:	The fee collected for this project in the amount of \$75.00 will be spent on a cost recovery basis and has been estimated based on the expected costs. From this fee, for regular usage, \$5.00 will be transferred to the fitness room equipment replacement account and \$5.00 will be transferred to the bussing account to subsidize bus maintenance.
Items/Services to be purchased:	Fees for this project could be used to pay for admission fees, transportation costs, educational presentations, professional instruction, substitute cost recovery and fitness supplies and equipment maintenance.

Surplus/Deficit Handling Plan: After completion of this course, any funds remaining in the amount of 20% or more per student will be reimbursed to the student via a credit to the student account in Powerschool. Any surplus amount of 20% or less per students will be used to replenish fitness supplies and for the purchase and maintenance of equipment.

Project name: Athletics-Donations/Fundraising

Person responsible: Popowich, Ryan

Purpose and timelines: The purpose of this project is to allow OLMP Athletics the ability to help cover costs in specific areas without having to go to administration for support.

Revenue to collect: The money in this account comes from Athletics Sponsorship, 2-3 Athletics Fundraisers per year and Host tournament profits and clinics.

Items/Services to be purchased: The specific areas this account will subsidize are; Coaches Attire (Jackets, hoodies, vests etc.) from the OLMP Clothing Store, Team/Individual Provincial Championship Transportation up to \$500, Team Equipment, bus maintenance and bus replacement, Fitness Room Equipment, School Banners/Business Promo Signs/Team Promo Board/Athletic Awards, and CASAA/ASAA Fees.

Surplus/Deficit Handling Plan: Any carry over will be retained to support future athletic expenditures as determined by the Athletic Director.

Project name: Badminton

Person responsible: Popowich, Ryan

Purpose and timelines: The purpose of this project is to collect fees for students to participate in extra curricular badminton. An information package will be given to the students at the start of the season indicating policies and practice and event dates.

Revenue to collect: The fee collected for this project in the amount of \$10.00 for grades 5/6, \$20.00 for grades 7-9 and \$25.00 for grades 10-12 and will be spent on a cost recovery basis and has been estimated based on the expected cost. Further "pay as you go" fees may be collected for advancements. Students may be required to pay an additional fee of up to a maximum of \$200.00 for accommodations and transportation for advancement to Provincial Play and the team budget doesn't substantiate the cost.

Items/Services to be purchased: Fees for this project will be used to pay for entry fees, league fees, transportation, officials costs, substitute teacher costs, equipment, team clothing, uniform replacement and substitute cost recovery.

Surplus/Deficit Handling Plan: After the activity is completed any funds remaining will be used by the athletics department to replenish equipment and supplies.

Project name: Basketball 5/6

Person responsible: Riise,Soren

Purpose and timelines: The purpose of this project is to collect fees for students upon joining the team. An information package that outlines the team policies, team budget and tentative schedule will be given to the students and parents at the start of the season.

Revenue to collect: The fee collected for this project is \$25.00 and is due upon joining the team's roster. The fee is calculated based on the expected costs of the program.

Items/Services to be purchased: Fees for this project could be used to pay for entry fees, league fees, transportation, officials costs if applicable, equipment, team clothing, substitute cost recovery, team windup and any fees associated with hosting games or tournaments such as custodial services.

Surplus/Deficit Handling Plan: If the season ends with a surplus, the coach and athletic department will determine if there is equipment that needs to be replaced and if any bus usage

fees are to be implemented. Once a final review of the budget has taken place, surplus funds in the amount of 20% or higher per student will be reimbursed to the student via a credit to the student account in Powerschool . Any surplus amount of 20% or less will be transferred to the athletics account to subsidize the athletic department as determined by the athletic director. The coach and players will fundraise if the team ends the season in a deficit.

Project name:	Basketball HS Boys
Person responsible:	Watson, Jody
Purpose and timelines:	The purpose of this project is to collect fees for students upon joining the team. An information package that outlines the team policies, team budget and tentative schedule will be given to the students and parents at the start of the season.
Revenue to collect:	The fee collected for this project is \$400.00. Player Fees must be paid within 4 weeks after the start of the season or the player will be suspended from game play until the fees are paid. The fee is calculated based on the expected costs of the program and the policies directed and administered by the athletics department. Students may be required to pay an additional fee of up to a maximum of \$200.00 for accommodations and transportation if the team advances to Provincial Play and the team budget doesn't substantiate the cost.
Items/Services to be purchased:	Fees for this project could be used to pay for entry fees, league fees, transportation, officials costs, substitute teacher costs, equipment and team clothing. From the \$400.00 fee, \$15.00 per student will be transferred to the uniform replacement account and \$10.00 per student will be transferred to the bussing account to subsidize maintenance of the OLMP busses.
Surplus/Deficit Handling Plan:	As per the athletic department policy, this project can carry forward a balance up to \$600.00 for equipment and future play. If the regular season ends with a surplus, a review will be done to determine if a credit will be applied to the student account in Powerschool. The coach and players will fundraise if the team ends the season in a deficit.

Project name:	Basketball HS Girls
Person responsible:	Popowich, Ryan
Purpose and timelines:	The purpose of this project is to collect fees for students upon joining the team. An information package that outlines the team policies, team budget and tentative schedule will be given to the students and parents at the start of the season.
Revenue to collect:	The fee collected for this project is \$400.00. All player fees must be paid within 4 weeks after the start of the season or the player will be suspended from game play until the fees are paid. The fee is calculated based on the expected costs of the program and the policies directed and administered by the athletics department. Students may be required to pay an additional fee of up to a maximum of \$200.00 for accommodations and transportation if the team advances to Provincial Play and the team budget doesn't substantiate the cost.
Items/Services to be purchased:	Fees for this project could be used to pay for entry fees, league fees, transportation, officials costs, substitute cost recovery, equipment and team clothing. From the \$350.00 fee, \$15.00 per student will be transferred to the uniform replacement account and \$10.00 per student will be transferred to the bussing account to subsidize maintenance of the OLMP busses.
Surplus/Deficit Handling Plan:	As per the athletic department policy, this project can carry forward a balance up to \$600.00 for equipment and future play. If the regular season ends with a surplus, a review will be done to determine if a credit will be applied to the

student account in Powerschool. The coach and players will fundraise if the team ends the season in a deficit.

Project name:	Basketball JH Boys "B"
Person responsible:	Popowich, Ryan Riise, Soren
Purpose and timelines:	The purpose of this project is to collect fees for students upon joining the team. An information package that outlines the team policies, team budget and tentative schedule will be given to the students and parents at the start of the season.
Revenue to collect:	The fee collected for this project is \$125.00. All player fees must be paid within 4 weeks after the start of the season or the player will be suspended from game play until the fees are paid. The fee is calculated based on the expected costs of the program and the policies directed and administered by the athletics department.
Items/Services to be purchased:	Fees for this project could be used to pay for entry fees, league fees, transportation, officials costs, substitute teacher costs, equipment and team clothing. From the fee, \$10.00 per student will be transferred to the uniform replacement account and \$10.00 per student will be transferred to the bussing account to subsidize maintenance of the OLMP busses.
Surplus/Deficit Handling Plan:	As per the athletic department policy, this project can carry forward a balance up to \$400.00 for equipment and future play. If the regular season ends with a surplus, a review will be done to determine if a credit will be applied to the student account in Powerschool. The coach and players will fundraise if the team ends the season in a deficit.

Project name:	Basketball JH Boys "A"
Person responsible:	Popowich, Ryan
Purpose and timelines:	The purpose of this project is to collect fees for students upon joining the team. An information package that outlines the team policies, team budget and tentative schedule will be given to the students and parents at the start of the season.
Revenue to collect:	The fee collected for this project is \$175.00. All player fees must be paid within 4 weeks after the start of the season or the player will be suspended from game play until the fees are paid. The fee is calculated based on the expected costs of the program and the policies directed and administered by the athletics department.
Items/Services to be purchased:	Fees for this project could be used to pay for entry fees, league fees, transportation, officials costs, substitute cost recovery, equipment and team clothing. From the fee, \$10.00 per student will be transferred to the uniform replacement account and \$10.00 per student will be transferred to the bussing account to subsidize maintenance of the OLMP busses.
Surplus/Deficit Handling Plan:	As per the athletic department policy, this project can carry forward a balance up to \$400.00 for equipment and future play. If the regular season ends with a surplus, a review will be done to determine if a credit will be applied to the student account in Powerschool. The coach and players will fundraise if the team ends the season in a deficit.

Project name:	Basketball JH Girls "A"
Person responsible:	Popowich, Ryan
Purpose and timelines:	The purpose of this project is to collect fees for students upon joining the team. An information package that outlines the team policies, team budget and tentative schedule will be given to the students and parents at the start of the season.

Revenue to collect:	The fee collected for this project is \$175.00. All player fees must be paid within 4 weeks after the start of the season or the player will be suspended from game play until the fees are paid. The fee is calculated based on the expected costs of the program and the policies directed and administered by the athletics department.
Items/Services to be purchased:	Fees for this project could be used to pay for entry fees, league fees, transportation, officials costs, substitute teacher costs, equipment and team clothing. From the fee, \$10.00 per student will be transferred to the uniform replacement account and \$10.00 per student will be transferred to the bussing account to subsidize maintenance of the OLMP busses.
Surplus/Deficit Handling Plan:	As per the athletic department policy, this project can carry forward a balance up to \$400.00 for equipment and future play. If the regular season ends with a surplus due to cancelled tournaments, a review will be done to determine if a credit will be applied to the student account in Powerschool. The coach and players will fundraise if the team ends the season in a deficit.

Project name:	Basketball JH Girls "B"
Person responsible:	Popowich, Ryan
Purpose and timelines:	The purpose of this project is to collect fees for students upon joining the team. An information package that outlines the team policies, team budget and tentative schedule will be given to the students and parents at the start of the season.
Revenue to collect:	The fee collected for this project is \$125.00. All player fees must be paid within 4 weeks after the start of the season or the player will be suspended from game play until the fees are paid. The fee is calculated based on the expected costs of the program and the policies directed and administered by the athletics department.
Items/Services to be purchased:	Fees for this project could be used to pay for entry fees, league fees, transportation, officials costs, substitute teacher costs, equipment and team clothing. From the fee, \$10.00 per student will be transferred to the uniform replacement account and \$10.00 per student will be transferred to the bussing account to subsidize maintenance of the OLMP busses.
Surplus/Deficit Handling Plan:	As per the athletic department policy, this project can carry forward a balance up to \$400.00 for equipment and future play. If the regular season ends with a surplus due to cancelled tournaments, a review will be done to determine if a credit will be applied to the student account in Powerschool. The coach and players will fundraise if the team ends the season in a deficit.

Project name:	Breakfast Club
Person responsible:	Twitchell, Lorinda
Purpose and timelines:	The purpose of this project is to provide a healthy breakfast snack for students at the start of the school day.
Revenue to collect:	Revenue sources for this project will be fundraising, donations and grants from Breakfast Club of Canada.
Items/Services to be purchased:	Items that will be purchased for the breakfast club will include breakfast food, meals and snacks, foil, wrap, plates, cutlery and equipment for our Breakfast Club.
Surplus/Deficit Handling Plan:	Any surplus of funds will be carried forward to purchase items and/or food needed for the breakfast club.

Project name:	Bus Replacement Account
Person responsible:	Charchun, Bob

Purpose and timelines:	Groups, clubs and teams are charged a fee to utilize the busses maintained by OLMP. All user groups are expected to participate in fundraising efforts throughout the school year to support the bus operational account and the bus replacement account. As well, athletic fundraising, group usage fees, as well as donations will be transferred to this account at the discretion of the athletic director.
Revenue to collect:	Surplus and/or deficit will be transferred annually from the bus operational account. Additional fundraising will be done to support the purchase of a replacement bus and the operations of the existing busses.
Items/Services to be purchased:	Replacement busses. Funds may be used to assist the operational account with repairs, maintenance, CVI's, licencing, insurance and registration.
Surplus/Deficit Handling Plan:	Any surplus of funds will be carried forward for the purchase of a replacement bus and will support maintenance and fees associated with the two existing busses. Any surplus amount in the operational account will be transferred to the bus replacement account. Account deficits will be covered by school fundraising activities and donations.
Project name:	Bus-Operational Account
Person responsible:	Popowich, Ryan
Purpose and timelines:	The purpose of this project is to collect fees for fuel, maintenance and operation of the school owned busses from sports teams, clubs or groups at OLMP.
Revenue to collect:	No direct fees to parents will be charged for bus usage, but money will be transferred from programs and sports teams that are utilizing the busses. Teams, clubs and student groups will be charged a fee of \$2.00/km. JH and HS teams will be charged \$10.00/player at the start of the season as indicated in the athletics policies. Fees for other programs pay a portion of the student fee as outlined in the program project plan. Fundraising initiatives through athletics and the school will also be done to support the operation of the busses.
Items/Services to be purchased:	Revenue from this project will be used for Repairs, Maintenance, fuel, abstracts, CVI's and registration/insurance of the busses.
Surplus/Deficit Handling Plan:	The year end balance of funds will be transferred to the Bus-Replacement accounts for vehicle maintenance and insurance and bus replacement. Deficits are to be covered by fundraising and user groups.
Project name:	Clubs
Person responsible:	Charchun, Bob
Purpose and timelines:	Students will be given the choice to participate in any clubs that are formed. Each club will have its own information package with participate dates/times included.
Revenue to collect:	A fee based on a cost recovery basis will be added to each participant's account in Powerschool with a fee no greater than the Board approved fee of \$30.00 per club.
Items/Services to be purchased:	Items and services purchased will vary for each club and will be used to purchase materials and supplies needed, professional instruction and transportation.
Surplus/Deficit Handling Plan:	A surplus of funds will be used to replenish supplies and a group celebration once the club concludes.
Project name:	Coding 5/6
Person responsible:	Watson, Jody
Purpose and timelines:	The purpose of this project is to collect fees in order for students to participate in this course.

Revenue to collect: The fee collected for this project in the amount of \$20.00 will be spent on a cost recovery basis and has been estimated based on the expected costs.

Items/Services to be purchased: Fees for this project could be used for the purchase of equipment, coding bots and supplies.

Surplus/Deficit Handling Plan: After the course is completed, any remaining funds in the amount of 20% or more per student will be reimbursed to the student via a credit to the student account in Powerschool. Any surplus of 20% or less per student will be held aside for the purchase of replacement supplies.

Project name: Comm Tech

Person responsible: Watson, Jody

Purpose and timelines: The purpose of this project is to collect fees for students to create projects.

Revenue to collect: The fee collected for this project in the amount of \$31.50 for grades 7/8 and \$60.00 for grades 9-12 PT and \$100.00 for grades 9-12 FT. Fees will be spent on a cost recovery basis and has been estimated based on the expected costs.

Items/Services to be purchased: Equipment, paper, ink, screening, fabric, clothing, robotics, posters for students, T-shirts for students, decal materials and other student based projects.

Surplus/Deficit Handling Plan: Surplus of funds will be used to purchase equipment and replacement supplies.

Project name: Commissions/Rental

Person responsible: Twitchell, Lorinda

Purpose and timelines: Various Companies that provide services to the school offer a rebate or commission payable to the School.

Revenue to collect: The fees collected for this project may be rebates or commissions received for school photos.

Items/Services to be purchased: Funds will be applied to various activities and projects throughout the year, purchase of various items or maintenance and equipment needed at OLMP.

Surplus/Deficit Handling Plan: Any surplus funds will be carried over for future activities and projects.

Project name: Concession

Person responsible: Kramer, Diane

Purpose and timelines: Concession items and prices are posted and are available at lunch time daily for all students to purchase.

Revenue to collect: Voluntary purchase of concession and vending machine items by students and staff.

Items/Services to be purchased: Concession items are purchased with the funds.

Surplus/Deficit Handling Plan: At the discretion of the person responsible for this project, concession profits are used to purchase various items or maintenance and equipment needed at OLMP. Surplus of funds may be carried forward for future initiatives.

Project name: Construction/Woods Equipment Replacement

Person responsible: Wispinski, Dan

Purpose and timelines: The purpose of this project is to collect fees to repair, replace and update the equipment in the construction lab.

Revenue to collect: No direct fees to parents will be charged but 10% will be transferred from the student fees to ensure equipment can be maintained and updated.

Items/Services to be purchased:	Funds in this project could be used for equipment, repairs and maintenance.
Surplus/Deficit Handling Plan:	Funds in this project will accumulate and carry forward until a maximum balance of \$7,000.00 is reached. At this point, no additional transfer of funds will happen until existing funds are used.
Project name:	CORE Connections
Person responsible:	Dunnigan, Stacey
Purpose and timelines:	The purpose of this project is to facilitate the creation of service projects related to grade 6 students making connections with other students in our school and/or with the greater Camrose community. There is no direct fee or source of revenue beyond fundraising and/or community donations.
Revenue to collect:	Students and staff can voluntarily purchase an item or pay to participate in activities offered during the fundraising activity, "Opportunity Days". Community donations may be collected and/or accepted.
Items/Services to be purchased:	Community service projects, craft supplies, supplies for class celebrations, graduation gifts, supplies for "Opportunity Days" fundraisers.
Surplus/Deficit Handling Plan:	Any surplus of funds will be carried forward to purchase supplies, gifts, community service project items, and celebrations for the service projects and school activities created during the next year at OLMP. "Opportunity Days" fundraising activities will be held to account for any deficits.
Project name:	Cross Country Running
Person responsible:	Reinhart, Chris
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in Cross Country Running. Information on all events are given to participants at the start of the season.
Revenue to collect:	The fee collected for this project in the amount of \$40.00 for grades 5/6 and \$60.00 for grades 7-12 will be spent on a cost recovery basis and has been estimated based on the expected cost. An additional \$20.00 fee will be collected for students participating in the Zones Championship Run. Students may be required to pay an additional fee of up to a maximum of \$200.00 for accommodations and transportation if the student advances to Provincial Play.
Items/Services to be purchased:	Fees for this project will be used to pay for transportation to and from events, entry fees, pinnies and substitute cost recovery.
Surplus/Deficit Handling Plan:	After all events are completed, any funds remaining in the account will be transferred to the athletics bus account for useage and repairs and maintenance. If this project completes the season with a deficit, the person responsible may require students to assist with fundraising to cover the deficit.
Project name:	CSLC
Person responsible:	Terlesky, Daniette
Purpose and timelines:	The purpose of this project is to collect fees for students opting to participate in the Canada Student Leadership Conference (CSLC). Students participating in the Canadian Student Leadership Conference will be given information.
Revenue to collect:	The fee collected for this project will be on a cost recovery basis. High School Leadership fundraising money raised specific to this trip will be divided amongst the participants and applied to the student account in Powerschool.
Items/Services to be purchased:	Fees for this project will be cost be recovery based on the number of students and chaperones attending, and will be used to pay for accommodations, travel, registrations, admissions, substitute teacher costs, and any other expenses

outlined prior to the trip. Fees can also be used for virtual conferences that don't require travel.

**Surplus/Deficit
Handling Plan:**

After completion of the trip, no surplus or deficit is anticipated, as fees were based on cost recovery, however, if unexpected expenses are incurred, students may be required to pay an additional fee, do fundraising to cover the deficit or submit a request to the High School Leadership fundraising account for financial assistance.

Project name: CTF-STEAM

Person responsible: DeLong, Julia

Purpose and timelines: Students will be informed of the outline for STEAM (Science Technology Engineering Art Math)

Revenue to collect: The fee collected for this project in the amount of \$40.00 for grades 7/8 will be spent on a cost recovery basis and has been estimated based on the expected costs.

Items/Services to be purchased: Fees for this project may be used for equipment, supplies, professional instruction and presenters.

Surplus/Deficit Handling Plan: After completion of the course, supplies will be replenished and any surplus funds remaining after that will be refunded back to the student via a credit to the student account in Powerschool.

Project name: Curling Mixed

Person responsible: Popowich, Ryan

Purpose and timelines: The purpose of this project is to collect fees for students to participate in extra curricular curling. Students will be provided with practice and event dates, as well as the fees associated with the events.

Revenue to collect: The fee collected for this project in the amount of \$200.00 will be spent on a cost recovery basis and has been estimated based on the expected costs. All player fees must be paid within 4 weeks after the start of the season or the player will be suspended from play until the fees are paid. Students may be required to pay an additional fee of up to a maximum of \$200.00 for accommodations and transportation if the team advances to Provincial Play and the team budget doesn't substantiate the cost.

Items/Services to be purchased: Fees for this project could be used to pay for entry fees, league fees, ice rental, transportation, equipment, substitute teacher costs, team clothing and professional instruction.

Surplus/Deficit Handling Plan: After completion of the season, any funds remaining in the amount of 20% or more per student will be reimbursed to the student via a credit to the student account in Powerschool. Any surplus of 20% or less will be transferred to the athletics fundraising account to subsidize the athletic department as determined by the athletic director.

Project name: Drama 9-12

Person responsible: deKock, Desiree

Purpose and timelines: The purpose of this project is to collect fees for students to participate in High School Drama performances, field trips and activities. A letter will be sent home with a detailed breakdown of all activities.

Revenue to collect: The fee collected for this project in the amount of \$50.00 will be spent on a cost recovery basis and has been estimated based on the expected costs of materials and instruction. From the regular fee, 10% will be transferred to the Drama Production account to support productions. In the event of a production, commission revenue will be generated from the theatre for ticket sales.

Items/Services to be purchased:	Fees for this project could be used to pay for equipment and supplies such as costumes, make-up, scripts and licensing fees, stage materials and props, storage, field trip and transportation costs, presenters as well as substitute teacher costs.
Surplus/Deficit Handling Plan:	After the course is completed, any surplus of funds will be used for the purchase of replacement supplies and equipment production materials and also will be held aside until there are enough funds accumulated for the purchase of staging equipment, lighting and other equipment to enhance the drama program.
Project name:	Drama Productions
Person responsible:	de Kock, Desiree
Purpose and timelines:	Production information including its name, date and ticket cost will be advertised through various outlets including the school newsletter.
Revenue to collect:	No direct fees to parents will be charged but 10% will be transferred to this account from drama fees, as well, commission revenue on ticket sales received from the rental facility if applicable. Potential donations will also be a source of revenue.
Items/Services to be purchased:	Items to purchase may include sets, lighting, sound consulting fees, costumes, props, make-up, publicity, play rights, scripts, special effects, head mic rentals and/or purchase of stage furniture as well as substitute teacher costs if applicable.
Surplus/Deficit Handling Plan:	Any surplus of funds will be spent on the purchase of equipment and supplies to further enhance upcoming productions. Funds in this project will accumulate and carry forward until a maximum balance of \$7000.00 is reached. At this point, no additional transfer of funds will happen until existing funds are used.
Project name:	ESL Conversation Group
Person responsible:	de Paz-Gendreau
Purpose and timelines:	Students that want to learn about different cultures within our school can join the conversation group. There may be a fee charged if the group goes on fieldtrips and the budget does not substantiate the cost of the trip. Any student fee required will be communicated with consent forms.
Revenue to collect:	Students will participate in fundraising activities. The program runs on donations from the community and fundraising.
Items/Services to be purchased:	Funds will be used for the costs of trips, field trips, food for meetings, and multi cultural events. Materials and supplies will be purchased to enhance the student's knowledge of Canadian culture during class time and in, after school conversation group meetings.
Surplus/Deficit Handling Plan:	Any surplus of funds will be held aside for future multi cultural activities, materials and projects.
Project name:	Faith Formation and Religious Education
Person responsible:	Stang, Josh and Petiot, Debbie
Purpose and timelines:	There is no fee or source of revenue beyond donation or fundraising
Revenue to collect:	Fundraising, donations
Items/Services to be purchased:	Funds for school-based faith formation activities such as turkey dinner, special class projects in religion (G5-12), prayer tables and displays, Religion class activities, thank you gifts for Religious guest speakers (Priest thank you gifts, CWL, etc).
Surplus/Deficit Handling Plan:	A balance may remain in this account to cover activities year over year as all monies are collected through donation or fundraising and it is not a school

based fee. Funds are only to be used for Religious Education or faith based activities as described above.

Project name:	Field Trips
Person responsible:	Charchun, Bob
Purpose and timelines:	Letters will be sent home with students stating the details and cost of the field trip.
Revenue to collect:	Funds to cover the cost of the field trip and transportation.
Items/Services to be purchased:	Field trip expenses, admissions, transportation and substitute teacher costs.
Surplus/Deficit Handling Plan:	Costs of field trips are estimated closely, however, any remaining funds would support transportation costs.
Project name:	Film and Media Art Studies
Person responsible:	de Kock, Desiree
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in this course. Course outlines/letters will be provided with detailed breakdown of activities/projects and their associated costs.
Revenue to collect:	The fee collected for this project in the amount of \$31.50 will be spent on a cost recovery basis and has been estimated based on the expected costs. An additional fieldtrip fee may be added to the student account based on cost recovery.
Items/Services to be purchased:	Funds collected will be used for the purchase of supplies related to the course, field trips, substitute teacher cost and guest speakers.
Surplus/Deficit Handling Plan:	After completion of the course, any surplus funds remaining will be refunded back to the student via a credit to the student account in Powerschool.
Project name:	Fitness Room Equipment Replacement
Person responsible:	Popowich, Ryan
Purpose and timelines:	The purpose of this project is to collect fees to repair, replace and update the equipment in our schools Fitness Room..
Revenue to collect:	No direct fees to parents will be charged for equipment replacement, but money will be transferred from programs utilizing the fitness room as stated in the program's project plan to ensure equipment can be maintained and updated.
Items/Services to be purchased:	Funds in this project could be used for equipment, repairs and maintenance, as well as sanitation supplies.
Surplus/Deficit Handling Plan:	Funds in this project will accumulate and carry forward until a maximum balance of \$7,000.00 is reached. At this point, no additional transfer of funds will happen until existing funds are used.
Project name:	Foods
Person responsible:	Reinhart, Chris
Purpose and timelines:	The purpose of this project is to collect fees for students to implement the Foods Curriculum that will be communicated with the registration guide.
Revenue to collect:	The fee collected for this project in the amount of \$30.00 for grades 5/6, \$31.50 for grades 7/8 , \$60.00 for 9-12 PT and \$100.00 for 9-12 FT will be spent on a cost recovery basis and has been estimated based on the expected costs.
Items/Services to be purchased:	Fees for this project will be used for food, supplies, cookware, appliances and equipment.
Surplus/Deficit Handling Plan:	After the course is completed, any surplus of funds will be used to replenish supplies and replace or repair equipment.

Project name:	Football
Person responsible:	Rodin, Helen
Purpose and timelines:	The purpose of this project is to collect fees for students upon joining the team. An information package that outlines the team policies, team budget and tentative schedule will be given to the students and parents at the start of the season.
Revenue to collect:	The fee collected for this project is \$400.00. All player fees must be paid within 4 weeks after the start of the season or the player will be suspended from game play until the fees are paid. The fee is calculated based on the expected costs of the program and the policies directed and administered by the athletics department. Students may be required to pay an additional fee of up to a maximum of \$200.00 for accommodations and transportation if the team advances to Provincial Play and the team budget doesn't substantiate the cost. Not included in the \$400.00 fee is team clothing - communication regarding the costs of these items will be communicated to parents.
Items/Services to be purchased:	Fees for this project will be used to pay entry, fees, league fees, transportation, officials costs, team clothing, substitute teacher costs, equipment and uniforms. From the \$400.00 fee, \$15.00 per student will be transferred to the football equipment replacement account and \$10.00 per student will be transferred to the bussing account to subsidize maintenance of the OLMP busses.
Surplus/Deficit Handling Plan:	After completion of the football season, surplus funds will be used to replace and repair equipment, purchase socks, uniforms and supplies and any other fee set by the coach and athletics department for transportation. Students will be required to assist in fundraising if the team finishes the season in a deficit.

Project name:	Football Equipment Replacement Account
Person responsible:	Rodin, Helen
Purpose and timelines:	Stakeholders will be provided with a sponsorship letter that outlines the needs of the team mandated by Football Canada for the safety and well being of the players. Team players will be advised if fundraising is to be earmarked for the current season or if the fundraising revenue will be reserved for future equipment expenses.
Revenue to collect:	Revenue will be accumulated through fundraising, donations, sponsorships and grants. \$15.00 will be transferred from each player's fees to this project to go toward uniform replacement.
Items/Services to be purchased:	Revenue for this project will be used to purchase new personal equipment and uniforms as well as new field equipment.
Surplus/Deficit Handling Plan:	The purpose of this account is to carry forward a balance each year for the purchase of equipment. This account will not carry a deficit.

Project name:	Forensic Science Studies
Person responsible:	Terlesky, Daniette
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in Forensic Science. A course outline will be made available to students and parents.
Revenue to collect:	The fee collected for this project in the amount of \$20.00 will be spent on a cost recovery basis and has been estimated based on the expected costs.
Items/Services to be purchased:	Fees for this project could be used to pay for consumables, equipment, substitute teacher costs and presenters.
Surplus/Deficit Handling Plan:	Once the course is completed and any equipment repairs needed are done, any surplus of funds will be refunded back to the student via a credit to the student account in Powerschool.

Project name: General

Person responsible: Twitchell, Lorinda

Purpose and timelines: This project is used for any financials that are not specific to any project.

Revenue to collect: Money is deposited to this account as required.

Items/Services to be purchased: Expenses are made out of this account as required.

Surplus/Deficit Handling Plan: Surplus funds will be carried forward and distributed according to the needs of the students or school.

Project name: Golf 5/6

Person responsible: Reinhart, Chris

Purpose and timelines: The purpose of this project is to collect fees for students in grades 5-6 to participate in extra curricular golf. Students will be given a breakdown of practice times and events.

Revenue to collect: The fee collected for this project in the amount of \$10.00 will be spent on a cost recovery basis and has been estimated based on the expected costs.

Items/Services to be purchased: Fees for this project will be used to pay for green fees, golf balls, tees, substitute teacher costs and transportation.

Surplus/Deficit Handling Plan: After completion of the golf season, any surplus of 20% or more of the fee per student will be reimbursed to the student via a credit to the student account in Powerschool. Any surplus amount of 20% or less per student will be transferred to our Athletics Department to replenish golf supplies.

Project name: Golf 7-12

Person responsible: Reinhart, Chris

Purpose and timelines: The purpose of this project is to collect fees for students in grades 7-12 to participate in golf events. Students will be given a breakdown of practice times and events.

Revenue to collect: The fee collected for this project in the amount of \$40.00 for gr 7-9 students and \$60.00 for gr 10-12 students will be spent on a cost recovery basis and has been estimated based on the expected costs. A "pay as you go" fee for advancements, as well, students may be required to pay an additional fee of up to a maximum of \$200.00 for accommodations and transportation if the team advances to Provincial Play and the team budget doesn't substantiate the cost.

Items/Services to be purchased: Fees for this project will be used to pay for event entry fees, transportation costs, professional instruction, substitute teacher costs, team clothing and equipment.

Surplus/Deficit Handling Plan: After completion of all golf events, surplus funds in the amount of 20% or more of the fee per student will be reimbursed to the student via a credit to the student account in Powerschool. Any surplus amount of 20% or less per student will be transferred to our Athletics Department to subsidize the cost of replacement equipment and bussing.

Project name: Graduation

Person responsible: Music, Dakota

Purpose and timelines: The purpose of this project is to collect fees for graduating students to participate in Graduation. Information on graduation is shared with students in meetings, google classroom and parents can obtain information on the OLMP website and attend regular parent meetings led by a staff member designate.

Revenue to collect:	The fee collected for this project in the amount of \$100.00 will be spent on a cost recovery basis and has been estimated based on the expected costs. Students will participate in fundraising activities to support the cost of any school celebrations for graduation.
Items/Services to be purchased:	Fees for this project will be used to pay for graduation photo sitting fee, Grad Gown/Stole rental, Grad Cap/Tassel, Diploma Cover and Insert, grad mug, facility and ceremony costs such as programs and decorations. Students will be charged a cost recovery fee for optional Grad clothing purchases.
Surplus/Deficit Handling Plan:	Once all school graduation celebrations are completed, \$500.00 of fundraising money may remain in the account to support the next year's graduating class. Any other surplus of funds will go into a Grad legacy fund to purchase a legacy gift for the school that is chosen by the graduating class or the students may choose to use surplus funds to add to the 2020 Grad Legacy Scholarship Fund or create their own scholarship fund.

Project name:	Graduation Legacy
Person responsible:	Music, Dakota
Purpose and timelines:	All graduating students and their parents will be informed of this legacy project, its intent and purpose.
Revenue to collect:	Any funds in the Graduation project from fundraising dollars will be transferred to the Graduation Legacy Project.
Items/Services to be purchased:	Any funds transferred to the Legacy project will be used to purchase a gift for the school, add funds to the existing Legacy Scholarship or create a new Scholarship as decided upon by the Graduating class.
Surplus/Deficit Handling Plan:	Funds are transferred to this project from the Graduation project and will be spent on a cost recovery as designated by the Graduating class.

Project name:	Handball - Boys
Person responsible:	Enright, Stephen
Purpose and timelines:	The purpose of this project is to collect fees for students upon joining the team. An information package that outlines the team policies, team budget and tentative schedule will be given to the students and parents at the start of the season.
Revenue to collect:	The fee collected for this project is \$300.00. All player fees must be paid within 4 weeks after the start of the season or the player will be suspended from game play until the fees are paid. The fee is calculated based on the expected costs of the program and the policies directed and administered by the athletics department. Students may be required to pay an additional fee of up to a maximum of \$200.00 for accommodations and transportation if the team advances to Provincial Play and the team budget doesn't substantiate the cost.
Items/Services to be purchased:	Fees for this project could be used to pay for entry fees, league fees, transportation, officials costs, substitute cost recovery, equipment and team clothing. From the \$300.00 fee, \$15.00 per student will be transferred to the uniform replacement account and \$10.00 per student will be transferred to the bussing account to subsidize maintenance of the OLMP busses.
Surplus/Deficit Handling Plan:	As per the athletic department policy, this project can carry forward a balance up to \$600.00 for equipment and future play. If the team regular season ends with a surplus, a review will be done to determine if a credit will be applied to the student account in Powerschool. The coach and players will fundraise if the team ends the season in a deficit.

Project name:	Handball - Girls
Person responsible:	Enright, Stephen

Purpose and timelines:	The purpose of this project is to collect fees for students upon joining the team. An information package that outlines the team policies, team budget and tentative schedule will be given to the students and parents at the start of the season.
Revenue to collect:	The fee collected for this project is \$300.00. All player fees must be paid within 4 weeks after the start of the season or the playr will be suspended from game play until the fees are paid. The fee is calculated based on the expected costs of the program and the policies directed and administered by the athletics department. Students may be required to pay an additional fee of up to a maximum of \$200.00 for accommodations and transportation if the team advances to Provincial Play and the team budget doesn't substantiate the cost.
Items/Services to be purchased:	Fees for this project could be used to pay for entry fees, league fees, transportation, officials costs, substitute cost recovery, equipment and team clothing. From the \$300.00 fee, \$15.00 per student will be transferred to the uniform replacement account and \$10.00 per student will be transferred to the bussing account to subsidize maintenance of the OLMP busses.
Surplus/Deficit Handling Plan:	As per the athletic department policy, this project can carry forward a balance up to \$600.00 for equipment and future play. If the team regular season ends with a surplus, a review will be done to determine if a credit will be applied to the student account in Powerschool. The coach and players will fundraise if the team ends the season in a deficit.

Project name:	Hockey Academy
Person responsible:	Skip, Curtis & Stang, Josh
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in the off campus Hockey Academy. Participants will be given a course outline and schedule at the start of the program
Revenue to collect:	The fee collected for this project in the amount of \$385.00 will be spent on a cost recovery basis and has been estimated based on the expected costs. From the 385.00 fee, \$10.00 per student will be transferred to the bussing account to subsidize maintenance of the OLMP busses.
Items/Services to be purchased:	Fees for this project will be used to pay for Ice rental, professional instruction, substitute teacher costs, equipment, socks, jerseys and transportation if any bussing of students or equipment is required.
Surplus/Deficit Handling Plan:	After the course is completed, 10% of the fee per student will be held aside for hockey equipment repair/replacement at the discretion of the athletic director. Any remaining surplus will then be refunded to the student via a credit to the student account in Powerschool.

Project name:	Hot Lunch
Person responsible:	Charchun, Bob
Purpose and timelines:	The purpose of this project is to provide students the option to purchase hot lunch meals 1-2 times/week throughout the school year. Details about Hot lunch will be provided to parents through school messenger, the school newsletter and website.
Revenue to collect:	Items will be selected and paid for through the parent portal in PowerSchool.
Items/Services to be purchased:	Hot lunch and/or snacks will be provided to students who choose to purchase through PowerSchool. At the discretion of the person responsible for this project, hot lunch profits will be used to purchase various items or maintenance and equipment needed at OLMP.
Surplus/Deficit Handling Plan:	Unused funds will remain in this project and will be used to purchase various items or maintenance and equipment needed at OLMP.

Project name:	Leadership 9-12
Person responsible:	Terlesky, Daniette
Purpose and timelines:	The purpose of this project is to collect fees from students to participate in activities, meetings and fieldtrips, as well as to fundraise for student/team building as well as service work. Students may be responsible for the recycling program. Course outlines / letters home will be provided with detailed breakdown of activities and their associated costs.
Revenue to collect:	The fee collected for this project in the amount of \$30.00 will be spent on a cost recovery basis and has been estimated based on the expected costs. Recycling money if the class collects the school bottles and cans.
Items/Services to be purchased:	Fees for this project are used to provide students leadership activities, t-shirts, meals for meetings and after school activities, speakers, student projects, substitute teacher costs and service work.
Surplus/Deficit Handling Plan:	After completion of the term, any surplus funds will be transferred to the 9-12 fundraising account to go to community service projects and whole-school based projects/celebrations. If there is a deficit in this account, students will be required to participate in fundraising activities to cover any shortfall on a cost recovery basis

Project name:	Leadership School & Community Initiatives
Person responsible:	Terlesky, Daniette
Purpose and timelines:	The purpose of this project is for Leadership students to be involved in fundraising activities to support various service projects such as the Mustard Seed, as well as projects and celebrations at OLMP. Stakeholders providing funds through fundraising or donations will be informed of the intended service project or school activity that the Leadership students are raising money for.
Revenue to collect:	Revenue for this project will come from donations and fundraising activities. After a fundraising activity is completed, the funds will be used for the project that was outlined to the stakeholders. Expenses for this project could be
Items/Services to be purchased:	donations to a charity/service project, transportation to and from various service projects and expenses related to the service trip, fees for leadership conferences, fundraising items that will be purchased by stakeholders, advertising and promoting school activities, substitute cost recovery and guest speakers.
Surplus/Deficit Handling Plan:	Surplus funds will be carried forward for future service projects and school activities.

Project name:	Locks
Person responsible:	Twitchell, Lorinda
Purpose and timelines:	Locks are provided by the school at the beginning of the school year for a cost of \$8.00. Students can use these locks for their entirety at OLMP. Only locks purchased at OLMP are permitted. Each student is responsible for the condition of the inside and outside of their locker and the contents must be school appropriate. Combinations are recorded and authorized school personnel have the right to examine the contents of a locker at any time.
Revenue to collect:	The fee collected for this project in the amount of \$8.00 will be spent on a cost recovery basis and has been estimated based on the expected costs.
Items/Services to be purchased:	Fees for this project will be used to purchase locks and locker maintenance.
Surplus/Deficit Handling Plan:	Any funds remaining in the account will be used to purchase locks and any repairs and maintenance of lockers.

Project name:	Outdoor Ed 9-12
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Person responsible: Ellert, Myles

Purpose and timelines:	The purpose of this project is to collect fees for students to participate in Outdoor Educational activities. A letter will be sent home with a detailed breakdown of activities and their associated costs.
Revenue to collect:	The fee collected for this project in the amount of \$100.00 will be spent on a cost recovery basis and has been estimated based on the expected costs. A field trip fee may also be added if any group trips are planned.
Items/Services to be purchased:	Fees for this project could be used for Presenters, admissions, professional instruction, sub teacher costs, training, supplies, transportation and to help offset field trips.
Surplus/Deficit Handling Plan:	After completion of this course any funds remaining in the amount of 20% or more per student will be reimbursed to the student via a credit to the student account in Powerschool. Any surplus amount of 20% or less will be held aside for the purchase of replacement equipment and supplies and if the school bus was utilized, a user fee will be transferred to the bus project.

Project name: Physical Ed 9-12

Person responsible: Popowich, Ryan

Purpose and timelines:	The purpose of this project is to collect fees for students to participate in physical education. An information package is given to students indicating the course outline.
Revenue to collect:	The fee for this project in the amount of \$75.00 for FT and \$40.00 for PT will be spent on a cost recovery basis and has been estimated based on the expected costs. From this fee, for regular usage, \$5.00 will be transferred to the bussing account to subsidize bus maintenance and \$5.00 will be transferred to the fitness room equipment replacement account.
Items/Services to be purchased:	Fees for this project could be used to pay for off campus facilities rentals or admissions and transportation costs associated with these activities, guest speakers and instructors, substitute teacher costs, professional training, equipment and equipment replacement costs.
Surplus/Deficit Handling Plan:	After the course is completed, any funds remaining in the amount of 20% or more per student will be reimbursed to the student via a credit to the student account in Powerschool. Any surplus amount of 20% or less per student will be used to replenish supplies and for the purchase and maintenance of equipment.

Project name: Recreational Leadership

Person responsible: Popowich, Ryan

Purpose and timelines:	The purpose of this project is to collect fees for students in grade 9-12 to participate in Recreation Leadership. A course outline is given to the students.
Revenue to collect:	The fee collected for this project in the amount of \$40.00 will be spent on a cost recovery basis and has been estimated based on the expected costs. From this fee, for regular usage, \$5.00 will be transferred to the fitness room equipment replacement account.
Items/Services to be purchased:	Fees for this project could be used to pay for admission fees, transportation costs, educational presentations, professional instruction, substitute teacher costs, fitness supplies and equipment maintenance.
Surplus/Deficit Handling Plan:	After completion of the course, surplus funds will be used to replenish fitness supplies, equipment replacement/maintenance and a portion may be transferred to the bussing account if there has been additional bus usage.

Project name: Retreat - Grade 7

Person responsible: Gumpinger, Becky

Purpose and timelines:	The purpose of this project is to collect fees for Grade 7 students to participate in an annual retreat to connect and focus on faith and building leadership skills. An information letter is sent home to participants and information will be shared in the school newsletter as well. The location of this retreat will be booked in an outdoor environment and supported by professionals that work with youth (ex. camp, recreation facility, etc.).
Revenue to collect:	Fundraising will be done to support the cost of this trip. Students will be charged the balance owing, if any, estimated on the expected costs. Any fees owing must be paid prior to the trip.
Items/Services to be purchased:	Fees for this project will be used to pay for admissions/rentals/registrations/transportation, substitute cost recovery and any other materials needed for the trip.
Surplus/Deficit Handling Plan:	Any surplus of funds obtained by fundraising will be held over to support future retreats. Surplus of funds from student fees, will be reimbursed to the student via a credit to the student account in Powerschool.

Project name: Retreat - Grade 8

Person responsible: Gumpinger, Becky

Purpose and timelines:	The purpose of this project is to collect fees for Grade 7 students to participate in an annual retreat to connect and focus on faith and building leadership skills. An information letter is sent home to participants and information will be shared in the school newsletter as well. The location of this retreat will be booked in an outdoor environment and supported by professionals that work with youth (ex. camp, recreation facility, etc.).
Revenue to collect:	Fundraising will be done to support the cost of this trip. Students will be charged the balance owing, if any, estimated on the expected costs. Any fees owing must be paid prior to the trip.
Items/Services to be purchased:	Fees for this project will be used to pay for admissions/rentals/registrations/transportation, substitute cost recovery and any other materials needed for the trip.
Surplus/Deficit Handling Plan:	Any surplus of funds obtained by fundraising will be held over to support future retreats. Surplus of funds from student fees, will be reimbursed to the student via a credit to the student account in Powerschool.

Project name: Robotics

Person responsible: Watson, Jody

Purpose and timelines:	The purpose of this project is to collect fees for students to participate in the Robotics Program. Participants will be given a course outline and schedule at the start of the program.
Revenue to collect:	The fee collected for this project for students in grades 9-12 is \$60.00 and will be spent based on a cost recovery basis. Community sponsorship and fundraising activities may be needed to support competitions. Students may be charged a fee for competitions on a cost recovery basis and will be given an information package prior to competing.
Items/Services to be purchased:	Fees for this project may be used for equipment purchases and repairs, supplies, professional instruction, substitute teacher costs and presenters.
Surplus/Deficit Handling Plan:	After completion of this course, any surplus of funds will be used to replenish supplies and for repairs and maintenance of equipment.

Project name: Running Room Games

Person responsible: Reinhart, Chris

Purpose and timelines:	The purpose of this project is to collect fees for students to participate in track and field events. Students will be given a breakdown of practice times and events.
Revenue to collect:	The fee collected for this project in the amount of \$35.00 will be spent on a cost recovery basis and has been estimated based on the expected costs.
Items/Services to be purchased:	Fees for this project will be used to pay for event registration fees, track facility rentals, transportation costs, replacement pinnies and professional instruction.
Surplus/Deficit Handling Plan:	After completion of all events, surplus funds will be used for replacement pinnies and offset any transportation costs as designated by the athletic director.

Project name: School Clothing

Person responsible: Watson, Jody

Purpose and timelines: Fees collected for this project are for the optional purchase of OLMP clothing by students and families. Students will be advised that their purchase will be charged to their account in Powerschool and payment in advance is required. Amounts for sales to OLMP sports groups will be transferred from the group's project to the School Clothing Project. Projects made or purchased by Comm tech students may be transferred from their comm tech fees to the School Clothing Project. Sales to community members will be invoiced based on quotes provided and payment must be made to the School prior to receiving the items purchased.

Revenue to collect: Revenue for this project will be from the optional purchase of clothing/logos.

Items/Services to be purchased: Revenue from this project will be used to purchase clothing, materials, repairs and replacement of equipment and additions to enhance the CTS program.

Surplus/Deficit Handling Plan: Any surplus will be held aside for the purchase of more equipment/supplies to enhance the CTS program.

Project name: Ski Trip 5-9

Person responsible: Reinhart, Chris

Purpose and timelines: The purpose of this project is to collect fees for students to participate in a one day ski trip. A Ski Trip information package (with pricing/waivers included) will be provided to parents. Participation is based on fees paid in advance and all completed forms returned to Mr. Popowich by the deadline date outlined in the information package.

Revenue to collect: The fee collected for this project will be spent on a cost recovery basis and has been estimated on the expected costs. The fee will be set each year prior to the information package being sent home. Students who have not paid or returned their consent/waiver forms by the deadline will not be allowed to participate in the trip.

Items/Services to be purchased: Fees for this project will be used to pay all equipment rentals, lift pass, transportation and substitute teacher costs.

Surplus/Deficit Handling Plan: The fees collected for this project are on a cost recovery basis that includes a transportation fee and the rate the ski hill charges for the ski package the student has selected. If paid students do not participate in the trip, their money will be credited back to the student's account.

Project name: Ski Trip HS

Person responsible: Reinhart, Chris

Purpose and timelines: The purpose of this project is to collect fees for students to participate in an optional ski trip. A Ski Trip information package (with pricing/waivers included) will be provided to parents in advance of the trip.

Revenue to collect:	The fee collected for this project will be based on cost recovery. Due to limited enrollment, a deposit will be required to secure placement. Once the number of participants is determined, students will be advised of the remaining amount owing and will be required to pay all fees in full prior to the trip.
Items/Services to be purchased:	Fees for this project could be used to pay for lift tickets, rentals, transportation, accommodation and substitute teacher costs. Students will be required to pay for their own meals and other personal expenses.
Surplus/Deficit Handling Plan:	After the ski trip, any surplus will be divided back to the students who attended the trip.

Project name: Sport 4 Life 7/8

Person responsible: Popowich, Ryan

Purpose and timelines: The purpose of this project is to collect fees for students to participate in the Sport 4 Life program. A Course Outline, Off-Campus Consent Form & Activities Schedule is given to students/families.

Revenue to collect: The fee collected for this project in the amount of \$300.00 (\$150.00 for 2023-24) will be spent on a cost recovery basis and has been estimated based on the expected costs. From this fee, \$5.00, for regular usage, will be transferred to the bussing account to subsidize bus maintenance and \$5.00 will be transferred to the fitness room equipment replacement account.

Items/Services to be purchased: Fees for this project could be used to pay for off campus activities, transportation to various venues, rentals, equipment, equipment repairs and maintenance and partnership fees (professional instruction and presenters) as well as substitute teacher costs.

Surplus/Deficit Handling Plan: After the course is completed, 10% of the fee per student will be held aside for equipment repair/replacement and at the discretion of the athletic director, a portion of this may be transferred to the athletic bus account for bus repairs and maintenance if additional bus usage. Any remaining surplus will then be refunded to the student via a credit to the student account in Powerschool.

Project name: Sport For Life 9

Person responsible: Popowich, Ryan

Purpose and timelines: The purpose of this project is to collect fees for students to participate in the Sport 4 Life program. A Course Outline, Off-Campus Consent Form & Activities Schedule is given to students/families.

Revenue to collect: The fee collected for this project in the amount of \$300.00 will be spent on a cost recovery basis and has been estimated based on the expected costs. From this fee, for regular usage, \$10.00 will be transferred to the bussing account to subsidize bus maintenance and \$5.00 will be transferred to the fitness room equipment replacement account .

Items/Services to be purchased: Fees for this project could be used to pay for off campus activities, transportation to various venues, rentals, equipment, equipment repairs and maintenance and partnership fees (professional instruction and presenters) as well as substitute teacher cost.

Surplus/Deficit Handling Plan: After the course is completed, 10% of the fee per student will be held aside for equipment repair/replacement and at the discretion of the athletic director, a portion of this may be transferred to the athletic bus account for bus repairs and maintenance if additional bus usage. Any remaining surplus will then be refunded to the student via a credit to the student account in Powerschool.

Project name: Stained Glass 9-12

Person responsible: Clarkson, Cheryl, Music, Dakota

Purpose and timelines:	The purpose of this project is to collect fees for students to create stained glass projects.
Revenue to collect:	The fee collected for this project in the amount of \$100.00 per semester and will be spent on a cost recovery basis and has been estimated based on the expected costs.
Items/Services to be purchased:	Fees for this project could be used to pay for supplies and equipment needed to complete stained glass projects and for professional instructors.
Surplus/Deficit Handling Plan:	After completion of this course, surplus funds in the amount of 20% or higher per student will be reimbursed to the student via a credit to the student account in Powerschool. Any surplus amount of 20% or less per student will be used to replenish supplies and equipment.

Project name:	Student Council 5-12
Person responsible:	Daniette Terlesky
Purpose and timelines:	The purpose of this project is to collect fees from each student for student activities throughout the school year that build community/school spirit.
Revenue to collect:	The fee collected for this project is \$10.00 and is estimated based on the expected cost.
Items/Services to be purchased:	This fee is collected to support school spirit activities and celebrations, guest speakers, awards and prizes.
Surplus/Deficit Handling Plan:	Any remaining funds will be carried forward to enhance and support student activities. If this project has a deficit, the project leader will be required to do fundraising to cover the deficit.

Project name:	Textbook Fees
Person responsible:	Wolfe, Sue
Purpose and timelines:	The purpose of this project is to collect fees for textbooks and library books not returned by students.
Revenue to collect:	Students will be charged the replacement cost of the lost textbook or library book.
Items/Services to be purchased:	Fees for this project will be used to purchase replacement books.
Surplus/Deficit Handling Plan:	Remaining funds will be will be used to order replacement books.

Project name:	The Printing Shoppe
Person responsible:	Watson, Jody
Purpose and timelines:	The purpose of this project is to create banners, plaques, etc out of the comm tech lab. Any projects done by comm tech students will be transferred out of their comm tech fees to the Printing Shoppe. Sales to individuals/companies outside of the School will be invoiced based on prior quotes and must be paid in full prior to the item(s) being picked up.
Revenue to collect:	Students, the School, sports groups and community members will be charged for materials, printing and labor.
Items/Services to be purchased:	Revenue for this project will be used to purchase Ink, paper, supplies, equipment and for equipment maintenance.
Surplus/Deficit Handling Plan:	Any surplus of funds will be used to replenish supplies, replace and maintain equipment and will be held over to enhance the services offered by The Printing Shoppe.

Project name:	Tournaments HS Hosts
Person responsible:	Popowich, Ryan

Purpose and timelines:	The entry fee and tournament costs will be communicated to schools entering the tournament.
Revenue to collect:	An entry fee from each visiting team will be collected. Revenue will also be generated if the host team has a concession.
Items/Services to be purchased:	Officials, scorekeepers, custodial fee, coaches room food, medals, plaques, shirts, prizes, concession items and any facility costs if utilizing another school to host the tournament..
Surplus/Deficit Handling Plan:	If the tournament has a profit, host teams can transfer a portion of the profit to the team account, after their league expenses are paid according to their current budget plan, to maintain a closing balance of \$600.00 . Further surplus of tournament profits will be transferred to the athletics department unless the initial team budget outlines a specific use of profits.

Project name:	Tournaments JH Hosts
Person responsible:	Popowich, Ryan
Purpose and timelines:	The entry fee and tournament costs will be communicated to schools entering the tournament.
Revenue to collect:	An entry fee from each visiting team will be collected. Revenue will also be generated if the host team has a concession.
Items/Services to be purchased:	Officials, scorekeepers, custodial fee, coaches room food, medals, plaques, shirts, prizes, concession items and any facility costs if another school is needed to host the tournament and any concession food and supplies if applicable.
Surplus/Deficit Handling Plan:	If the tournament has a profit, host teams can transfer a portion of the profit to the team account, after their league expenses are paid according to their current budget plan, to maintain a closing balance of \$400.00 . Further surplus of tournament profit will be transferred to the athletics department unless the initial team budget outlines a specific use of profits.

Project name:	Track and Field 10-12
Person responsible:	Reinhart, Chris
Purpose and timelines:	The purpose of this project is to collect fees for students in grades 10-12 to participate in track and field events. Students will be given a breakdown of practice times and events.
Revenue to collect:	The fee collected for this project in the amount of \$15.00 will be spent on a cost recovery basis and has been estimated based on the expected costs. A "pay as you go" fee for advancements, as well as for provincial play may be required.
Items/Services to be purchased:	Fees for this project will be used to pay for event registration fees, track facility rentals, transportation costs, substitute cost recovery, ribbons and replacement pinnies.
Surplus/Deficit Handling Plan:	After completion of all events, surplus funds will be used for replacement pinnies and ribbons.

Project name:	Track and Field 5-9
Person responsible:	Reinhart, Chris
Purpose and timelines:	The purpose of this project is to collect fees for students in grades 5-9 to participate in track and field events. Students will be given a breakdown of practice times and events.
Revenue to collect:	The fee collected for this project in the amount of \$10.00 will be spent on a cost recovery basis and has been estimated based on the expected costs. A "pay as you go" fee for advancements, as well as for provincial play may required.
Items/Services to be purchased:	Fees for this project will be used to pay for event registration fees, track facility rentals, transportation costs, substitute cost recovery, ribbons and replacement

	pinnies.
Surplus/Deficit Handling Plan:	After completion of all events, surplus funds will be used to replace pinnies and purchase ribbons
Project name:	Uniform Replacement
Person responsible:	Popowich, Ryan
Purpose and timelines:	The purpose of this project is to collect a portion of athlete fees from volleyball, basketball and handball teams to build the account for the purchase of a new set of jerseys for the next eligible team as diarized by the athletic director. The team projects will be charged a \$15.00 fee per player for the HS teams and \$10.00 per player that is included in the student fees. As well, the team package that is provided to students indicates that students will be charged a uniform replacement fee of \$150.00 if their uniform is not returned or is damaged.
Revenue to collect:	A small portion of athlete fees will be allocated to this account from the team budget as outlined above, as well, students will be charged a fee of \$150.00 for lost or damaged uniforms.
Items/Services to be purchased:	Revenue from this project will be used to purchase jerseys, uniforms and shorts.
Surplus/Deficit Handling Plan:	The purpose of this project is to accumulate a balance that is carried forward for jersey replacement as needed.
Project name:	Volleyball 5/6
Person responsible:	Riise, Soren
Purpose and timelines:	The purpose of this project is to collect fees for students upon joining the team. An information package that outlines the team policies, team budget and tentative schedule will be given to the students and parents at the start of the season.
Revenue to collect:	The fee collected for this project is \$25.00 and is due upon joining the team's roster. The fee is calculated based on the expected costs of the program.
Items/Services to be purchased:	Fees for this project could be used to pay for entry fees, league fees, transportation, officials costs if applicable, equipment, substitute cost recovery, team clothing, substitute cost recovery, team windup and any fees associated with hosting games or tournaments such as custodial services.
Surplus/Deficit Handling Plan:	If the season ends with a surplus, the coach and athletic department will determine if there is equipment that needs to be replaced and if any bus usage fees are to be implemented. Once a final review of the budget has taken place, surplus funds in the amount of 20% or higher per student will be reimbursed to the student via a credit to the student account in Powerschool . Any surplus amount of 20% or less will be transferred to the athletics account to subsidize the athletic department as determined by the athletic director. The coach and players will fundraise if the team ends the season in a deficit.
Project name:	Volleyball HS Boys
Person responsible:	Popowich, Ryan
Purpose and timelines:	The purpose of this project is to collect fees for students upon joining the team. An information package that outlines the team policies, team budget and tentative schedule will be given to the students and parents at the start of the season.
Revenue to collect:	The fee collected for this project is \$350.00. All player fees must be paid within 4 weeks after the start of the season or the player will be suspended from game play until the fees are paid. The fee is calculated based on the expected costs of the program and the policies directed and administered by the athletics

Items/Services to be purchased:	<p>department. Students may be required to pay an additional fee of up to a maximum of \$200.00 for accommodations and transportation if the team advances to Provincial Play and the team budget doesn't substantiate the cost. Fees for this project could be used to pay for entry fees, league fees, transportation, officials costs, substitute teacher costs, equipment and team clothing From the \$350.00 fee, \$15.00 per student will be transferred to the uniform replacement account and \$10.00 per student will be transferred to the bussing account to subsidize maintenance of the OLMP busses.</p>
Surplus/Deficit Handling Plan:	<p>As per the athletic department policy, this project can carry forward a balance up to \$600.00 for equipment and future play. If the team season ends with a surplus due to cancelled tournaments, a review will be done to determine if a credit will be applied to the student account in Powerschool. The coach and players will fundraise if the team ends the season in a deficit.</p>
Project name:	Volleyball HS Girls
Person responsible:	Popowich, Ryan
Purpose and timelines:	<p>The purpose of this project is to collect fees for students upon joining the team. An information package that outlines the team policies, team budget and tentative schedule will be given to the students and parents at the start of the season.</p>
Revenue to collect:	<p>The fee collected for this project is \$350.00. All player fees must be paid within 4 weeks after the start of the season or the player will be suspended from game play until the fees are paid. The fee is calculated based on the expected costs of the program and the policies directed and administered by the athletics department. Students may be required to pay an additional fee of up to a maximum of \$200.00 for accommodations and transportation if the team advances to Provincial Play and the team budget doesn't substantiate the cost.</p>
Items/Services to be purchased:	<p>Fees for this project could be used to pay for entry fees, league fees, transportation, officials costs, substitute teacher costs, equipment and team clothing From the \$350.00 fee, \$15.00 per student will be transferred to the uniform replacement account and \$10.00 per student will be transferred to the bussing account to subsidize maintenance of the OLMP busses.</p>
Surplus/Deficit Handling Plan:	<p>As per the athletic department policy, this project can carry forward a balance up to \$600.00 for equipment and future play. If the team season ends with a surplus due to cancelled tournaments, a review will be done to determine if a credit will be applied to the student account in Powerschool. The coach and players will fundraise if the team ends the season in a deficit.</p>
Project name:	Volleyball JH Boys
Person responsible:	Popowich, Ryan
Purpose and timelines:	<p>The purpose of this project is to collect fees for students upon joining the team. An information package that outlines the team policies, team budget and tentative schedule will be given to the students and parents at the start of the season.</p>
Revenue to collect:	<p>The fee collected for this project is \$125.00. All player fees must be paid within 4 weeks after the start of the season or the player will be suspended from game play until the fees are paid. The fee is calculated based on the expected costs of the program and the policies directed and administered by the athletics department.</p>
Items/Services to be purchased:	<p>Fees for this project could be used to pay for entry fees, league fees, transportation, officials costs, substitute teacher costs, equipment and team clothing From the fee, \$10.00 per student will be transferred to the uniform</p>

replacement account and \$10.00 per student will be transferred to the bussing account to subsidize maintenance of the OLMP busses.

**Surplus/Deficit
Handling Plan:**

As per the athletic department policy, this project can carry forward a balance up to \$400.00 for equipment and future play. If the team season ends with a surplus due to cancelled tournaments, a review will be done to determine if a credit will be applied to the student account in Powerschool. The coach and players will fundraise if the team ends the season in a deficit.

Project name: Volleyball JH Boys "B"

Person responsible: Popowich, Ryan

**Purpose and
timelines:**

The purpose of this project is to collect fees for students upon joining the team. An information package that outlines the team policies, team budget and tentative schedule will be given to the students and parents at the start of the season.

Revenue to collect:

The fee collected for this project is \$75.00. All player fees must be paid within 4 weeks after the start of the season or the player will be suspended from game play until the fees are paid. The fee is calculated based on the expected costs of the program and the policies directed and administered by the athletics department.

**Items/Services to
be purchased:**

Fees for this project could be used to pay for entry fees, league fees, transportation, officials costs, equipment, substitute teacher costs and team clothing. From the fee, \$10.00 per student will be transferred to the uniform replacement account and \$10.00 per student will be transferred to the bussing account to subsidize maintenance of the OLMP busses.

**Surplus/Deficit
Handling Plan:**

As per the athletic department policy, this project can carry forward a balance up to \$400.00 for equipment and future play. If the team season ends with a surplus due to cancelled tournaments, a review will be done to determine if a credit will be applied to the student account in Powerschool. The coach and players will fundraise if the team ends the season in a deficit.

Project name: Volleyball JH Girls

Person responsible: Enright, Stephen& Dmytriw,Kassidy

**Purpose and
timelines:**

The purpose of this project is to collect fees for students upon joining the team. An information package that outlines the team policies, team budget and tentative schedule will be given to the students and parents at the start of the season.

Revenue to collect:

The fee collected for this project is \$125.00. All player fees must be paid within 4 weeks after the start of the season or the player will be suspended from game play until the fees are paid. The fee is calculated based on the expected costs of the program and the policies directed and administered by the athletics department. Students may be required to pay an additional fee of up to a maximum of \$200.00 for accommodations and transportation if the team advances to Provincial Play and the team budget doesn't substantiate the cost.

**Items/Services to
be purchased:**

Fees for this project could be used to pay for entry fees, league fees, transportation, officials costs, substitute cost recovery, equipment and team clothing. From the \$125.00 fee, \$10.00 per student will be transferred to the uniform replacement account and \$10.00 per student will be transferred to the bussing account to subsidize maintenance of the OLMP busses.

**Surplus/Deficit
Handling Plan:**

As per the athletic department policy, this project can carry forward a balance up to \$400.00 for equipment and future play. If the team season ends with a surplus due to cancelled tournaments, a review will be done to determine if a credit will be applied to the student account in Powerschool. The coach and players will fundraise if the team ends the season in a deficit.

Project name: Volleyball JH Girls "B"

Person responsible: Arsenaault, Sarah

Purpose and timelines: The purpose of this project is to collect fees for students upon joining the team. An information package that outlines the team policies, team budget and tentative schedule will be given to the students and parents at the start of the season.

Revenue to collect: The fee collected for this project is \$75.00. All player fees must be paid within 4 weeks after the start of the season or the player will be suspended from game play until the fees are paid. The fee is calculated based on the expected costs of the program and the policies directed and administered by the athletics department.

Items/Services to be purchased: Fees for this project could be used to pay for entry fees, league fees, transportation, officials costs, substitute cost recovery, equipment and team clothing. From the fee, \$10.00 per student will be transferred to the uniform replacement account and \$10.00 per student will be transferred to the bussing account to subsidize maintenance of the OLMP busses.

Surplus/Deficit Handling Plan: As per the athletic department policy, this project can carry forward a balance up to \$400.00 for equipment and future play. If the team season ends with a surplus due to cancelled tournaments, a review will be done to determine if a credit will be applied to the student account in Powerschool. The coach and players will fundraise if the team ends the season in a deficit.

Project name: Wellness for Life 7

Person responsible: Gumpinger, Becky

Purpose and timelines: The purpose of this project is to collect fees for students in grade 7 to participate in Wellness for Life. A course outline is given to the students.

Revenue to collect: The fee collected for this project in the amount of \$31.50 will be spent on a cost recovery basis and has been estimated based on the expected costs.

Items/Services to be purchased: Fees for this project could be used to pay for admission fees, transportation costs, educational presentations, professional instruction, substitute teacher cost, supplies and equipment maintenance.

Surplus/Deficit Handling Plan: After the course is completed, any remaining funds in the amount of 20% or more per student will be reimbursed to the student via a credit to the student account in Powerschool. Any surplus of 20% or less per student will be held aside for the purchase of replacement supplies.

Project name: Wellness for Life 8

Person responsible: Gumpinger, Rebecca

Purpose and timelines: The purpose of this project is to collect fees for students in grade 8 to participate in Wellness for Life. A course outline is given to the students.

Revenue to collect: The fee collected for this project in the amount of \$31.50 will be spent on a cost recovery basis and has been estimated based on the expected costs.

Items/Services to be purchased: Fees for this project could be used to pay for admission fees, transportation costs, educational presentations, professional instruction, substitute teacher cost, supplies and equipment maintenance.

Surplus/Deficit Handling Plan: After the course is completed, any remaining funds in the amount of 20% or more per student will be reimbursed to the student via a credit to the student account in Powerschool. Any surplus of 20% or less per student will be held aside for the purchase of replacement supplies.

Project name: Woodworking/Construction

Person responsible: Wispinski, Dan

Purpose and timelines:	The purpose of this project is to collect fees for students to participate in Construction. Students will be given an outline of course plans and projects.
Revenue to collect:	The fee collected for this project in the amount of \$30.00 for grades 5/6, \$31.50 for 7/8 and \$60.00 for grades 9-12(PT) and \$100.00 for 9-12 (FT) will be spent on a cost recovery basis and has been estimated based on the expected costs. From the fee, 10% will be transferred to the Woods/Construction equipment replacement account for equipment replacement and maintenance.
Items/Services to be purchased:	Fees for this project will be used to purchase building supplies such as lumber, paint, glue, protective gear, building kits, etc. as well as equipment and tools and any equipment repairs and maintenance.
Surplus/Deficit Handling Plan:	After completion of the course, surplus funds will be used to replenish supplies and tools and repairs/maintenance of equipment.

Project name: Workbooks/Keys/Solaros

Person responsible: Reinhart, Jaymie

Purpose and timelines:	The purpose of this project is to collect fees for the optional purchase of workbooks, keys and solaros. Students will be provided with their options and the estimated cost.
Revenue to collect:	The fee collect for this project will be on a cost recovery purchase and is estimated based on the expected costs. Students will be charged the fee if they opt to purchase and payment will be required in order to receive the booklet.
Items/Services to be purchased:	Fees for this project will be used to pay for workbooks, keys, and solaros and any shipping costs.
Surplus/Deficit Handling Plan:	Fees for these books are based on estimated costs. If there is a surplus or deficit of funds, student accounts in Powerschool will be adjusted accordingly.

Project name: Yearbook

Person responsible: DeLong, Julia

Purpose and timelines:	The purpose of this project is to collect fees for the optional purchase of a yearbook. Information is provided through the OLMP website, posters and announcements and information will be provided in the newsletter when purchases can be made through Powerschool.
Revenue to collect:	The fee collected for this project is estimated on a cost recovery basis at 45.00 and is optional for students/parents/guardians and staff to purchase.
Items/Services to be purchased:	Yearbooks and supplies and equipment needed to create a yearbook as well as support for the yearbook design team meetings.
Surplus/Deficit Handling Plan:	Any surplus of funds will be transferred to the Yearbook Equipment Replacement account for the purchase or photography equipment and resource materials.

Project name: Yearbook Design/Comm Arts

Person responsible: DeLong, Julia

Purpose and timelines:	The purpose of this project is to collect fees for students to participate in this course. Course outlines / letters home will be provided with detailed breakdown of activities and their associated costs.
Revenue to collect:	The fee collected for this project in the amount of \$20.00 will be spent on a cost recovery basis and has been estimated based on the expected costs. Students may be charged an additional fee for fieldtrips.
Items/Services to be purchased:	Fees for this project could be used to pay for materials such as colored ink, paper, colored paper and bulletin board materials, as well as scrap booking supplies (glue, tape, stickers, paper).

**Surplus/Deficit
Handling Plan:**

Once the course is completed and any equipment repairs/replacement needed are completed, any surplus of funds will be refunded back to the student via a credit to the student account in Powerschool.