

Project Plan Summary



Holy Redeemer Catholic School

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Ardrossan, AB

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Principal: Ed Kucy

Project name:	Bookfair
Person responsible:	Scoggins, Tracy
Purpose and timelines:	Purchase of books
Revenue to collect:	Cash, cheque, debit/credit card machine supplied by Scholastics
Items/Services to be purchased:	Money collected will be used towards the student body as a whole by purchasing books for the Library and classrooms.
Surplus/Deficit Handling Plan:	Cost recovery, there will be no surplus.

Project name:	Design Studies
Person responsible:	Richard, Nicole
Purpose and timelines:	Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.
Revenue to collect:	Cash, cheque, online payments through PowerSchool/RYCOR (fees are posted at the beginning of the school year or when roasters are completed)
Items/Services to be purchased:	All costs associated with program costs. Consumable supplies for the classroom projects.
Surplus/Deficit Handling Plan:	Cost recovery, there should be no surplus

Project name:	Donations
Person responsible:	Rachmistruk, Peter
Purpose and timelines:	Funds will be provided on a donation basis
Revenue to collect:	Cash, cheques
Items/Services to be purchased:	Items that are ear marked for certain programs or items for the school will be used directly for that purpose. If not specified will be used at the discretion of principal.
Surplus/Deficit Handling Plan:	A surplus may be carried over if that is the intention of the donor. No deficit

Project name:	ECS Field Trips and Classroom Projects
Person responsible:	Spilchak, Stephanie
Purpose and timelines:	Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.
Revenue to collect:	Cash, cheque, online payments through PowerSchool/RYCOR (fees are posted

at the beginning of the school year or when roasters are completed)

Items/Services to be purchased:	All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects.
Surplus/Deficit Handling Plan:	Cost recovery. If there is a surplus, funds will go towards a year end activity.

Project name:	Fabric Arts
Person responsible:	Richard, Nicole
Purpose and timelines:	Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.
Revenue to collect:	Cash, cheque, online payments through PowerSchool/Rycor (fees are posted at the beginning of the school year or when roasters are completed)
Items/Services to be purchased:	All costs associated with program. Consumable supplies for the classroom projects.
Surplus/Deficit Handling Plan:	Cost recovery, there should be no surplus

Project name:	Fine Arts Academy 7/8
Person responsible:	Richard, Nicole
Purpose and timelines:	Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.
Revenue to collect:	Cash, cheque, online payments through PowerSchool/Rycor (fees are posted at the beginning of the school year or when roasters are completed)
Items/Services to be purchased:	All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects. All costs associated with a yearly Drama production.
Surplus/Deficit Handling Plan:	Cost recovery. If there is a surplus, funds will go towards a year end activity.

Project name:	Grade 2 Field Trips and Classroom Projects
Person responsible:	Brouwer, Nikki
Purpose and timelines:	Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.
Revenue to collect:	Cash, cheque, online payments through PowerSchool/Rycor (fees are posted at the beginning of the school year or when roasters are completed)
Items/Services to be purchased:	All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects.
Surplus/Deficit Handling Plan:	Cost recovery. If there is a surplus, funds will go towards a year end activity.

Project name:	Grade 3 Field trips and Classroom Projects
Person responsible:	Twohey, Jenna
Purpose and timelines:	Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.
Revenue to collect:	Cash, cheque, online payments through PowerSchool/Rycor (fees are posted

at the beginning of the school year or when roasters are completed)

Items/Services to be purchased: All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects.

Surplus/Deficit Handling Plan: Cost recovery. If there is a surplus, funds will go towards a year end activity.

Project name: Grade 4 Field Trips and Classroom Projects

Person responsible: Cossey, Tess

Purpose and timelines: Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.

Revenue to collect: Cash, cheque, online payments through PowerSchool/Rycor (fees are posted at the beginning of the school year or when roasters are completed)

Items/Services to be purchased: All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects.

Surplus/Deficit Handling Plan: Cost recovery. If there is a surplus, funds will go towards a year end activity.

Project name: Grade 5 Field Trips and Classroom Projects

Person responsible: Richard, Nicole

Purpose and timelines: Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.

Revenue to collect: Cash, cheque, online payments through PowerSchool/Rycor (fees are posted at the beginning of the school year or when roasters are completed)

Items/Services to be purchased: All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects.

Surplus/Deficit Handling Plan: Cost recovery. If there is a surplus, funds will go towards a year end activity.

Project name: Grade 6 Field Trips and Classroom Projects

Person responsible: Kennaugh, Jessica

Purpose and timelines: Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.

Revenue to collect: Cash, cheque, online payments through PowerSchool/Rycor (fees are posted at the beginning of the school year or when roasters are completed)

Items/Services to be purchased: All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects.

Surplus/Deficit Handling Plan: Cost recovery. If there is a surplus, funds will go towards a year end activity.

Project name: Grade 7 Field Trips and Classroom Projects

Person responsible: Sarnecki, Emilie

Purpose and timelines: Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.

Revenue to collect: Cash, cheque, online payments through PowerSchool/Rycor (fees are posted

at the beginning of the school year or when roasters are completed)

Items/Services to be purchased: All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects.

Surplus/Deficit Handling Plan: Cost recovery. If there is a surplus, funds will go towards a year end activity.

Project name: Grade 8 Farewell

Person responsible: Willis Dengler, Kristine

Purpose and timelines: Newsletter, emails, phone calls

Revenue to collect: Cash or cheque

Items/Services to be purchased: Farewell dinner, decorations, printing costs of tickets, meat fundraiser

Surplus/Deficit Handling Plan: This is a cost recovery project, there should be zero surplus.

Project name: Grade 8 Field Trips and Classroom Projects

Person responsible: Willis Dengler, Kristine

Purpose and timelines: Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.

Revenue to collect: Cash, cheque, online payments through PowerSchool/RYCOR (fees are posted at the beginning of the school year or when roasters are completed)

Items/Services to be purchased: All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects.

Surplus/Deficit Handling Plan: Cost recovery. If there is a surplus, funds will go towards a year end activity.

Project name: Grants

Person responsible: Rachmistruk, Peter

Purpose and timelines: Grant Applications

Revenue to collect: Cash, Cheque

Items/Services to be purchased: Items or services purchased will be used as per grant.

Surplus/Deficit Handling Plan: No surplus or deficit unless grant states.

Project name: Nature Kindergarten

Person responsible: Spilchak, Stephanie

Purpose and timelines: Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.

Revenue to collect: Cash, cheque, online payments through PowerSchool/RYCOR (fees are posted at the beginning of the school year or when roasters are completed)

Items/Services to be purchased: All costs associated with a Field Trip which can include transportation, admission in to venue, cost of presenter for in school Field Trips. Consumable supplies for the classroom projects. Staff wages.

Surplus/Deficit Cost recovery program, should there be a surplus, it will go towards a year end

Handling Plan: activity

Project name: Robotics Program

Person responsible: Kennaugh, Jessica

Purpose and timelines: Parents are notified at the beginning of the year any cost relating to course/option/academy by signing an agreement acknowledging their acceptance of course and fee expectations.

Revenue to collect: Cash, cheque, online payments through PowerSchool/RYCOR (fees are posted at the beginning of the school year or when roasters are completed)

Items/Services to be purchased: All costs associated with running the program. Consumable supplies for the classroom projects.

Surplus/Deficit Handling Plan: Cost recovery, there should be no surplus