

# Project Plan Summary



## St. Nicholas Catholic School

109 Georgian Way  
Sherwood Park, AB  
T8A 3K9

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**Principal:** Peter Rachmistruk

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Project name: Agenda Books  
 Person responsible: Dubuc, Simone  
 Purpose and timelines: cost of agenda books will be on school fees  
 Revenue to collect: \$8.00 online payment, cheque or cash  
 Items/Services to be purchased: Agenda Books  
 Surplus/Deficit Handling Plan: There should be no surplus

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Project name: Alberta Emerald Foundation Grant  
 Person responsible: Rafuse, Barb  
 Purpose and timelines: Funding is received via a Youth Environmental Engagement Grant with Alberta Emerald Foundation. Grant funding awarded from ConocoPhillips.  
 Revenue to collect: 78.88 balance remaining.  
 Items/Services to be purchased: Used to purchase compost bags for composting program, technology devices for research, cover utility fee charged by Strathcona County for compost pickup.  
 Surplus/Deficit Handling Plan: Follow up with AEF upon completion of project, reports to be submitted. Project will be at a zero balance.

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Project name: APPLE Schools  
 Person responsible: Ronda Stychyshyn  
 Purpose and timelines: The purpose of this project is to utilize the funds provided by APPLE Schools for the development of healthy school communities.  
 Revenue to collect: An annual donation from The APPLE Schools Foundation is made to our participating school locations based on previously submitted action plans.  
 Items/Services to be purchased: The funding provided will be used in accordance to our APPLE Schools agreement towards healthy food, equipment, resources and supplies.  
 Surplus/Deficit Handling Plan: All funds will be spent in the school year provided and reported back to APPLE schools on the annual Financial report. Unspent funds will be deducted from next year's funding or returned back to The APPLE Schools Foundation.

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Project name: BUCPS PreK  
 Person responsible: Ward, Brittany  
 Purpose and timelines: Funds are provided from BUCPS for Pre K Ukrainian Program Exp.  
 Revenue to collect: Cheques

Items/Services to be purchased: Items directly related to the Pre K Ukrainian Program

Surplus/Deficit Handling Plan: Any Surplus will be carried forward

Project name: ConocoPhillips Community Grant

Person responsible: Rafuse, Barb

Purpose and timelines: ConocoPhillips awarded a grant to JV for \$1,000 in support of building a tower garden.

Revenue to collect: \$950.00 balance remaining

Items/Services to be purchased: Full amount will go towards building a tower garden

Surplus/Deficit Handling Plan: All funds will go towards this project

Project name: ECS Field Trip Fees

Person responsible: Sombyk, Irene

Purpose and timelines: Fees for ECS Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and teacher websites as they occur throughout the year.

Revenue to collect: \$ 100.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)

Items/Services to be purchased: Admissions for various out of school field trips, funds for in class field trips, transportation costs, special classroom holiday activities, year end field trips, Mothers Day, Father's Day projects, craft supplies, photo development

Surplus/Deficit Handling Plan: Any surplus will be refunded to students at the end of the school year.

Project name: Fortis Albata

Person responsible: Rafuse, Barb

Purpose and timelines: Funding is received via a Fortis Alberta Grant. Grant funding awarded from Fortis Alberta.

Revenue to collect: 1000.00 From Fortis Alberta

Items/Services to be purchased:

Surplus/Deficit Handling Plan: No deficit, any surplus carried forward.

Project name: Gr. 1 Ukrainian field trips

Person responsible: Dziwenko, Erin

Purpose and timelines: Fees for Grade 1 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letter or email as they occur throughout the year.

Revenue to collect: \$100.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)

Items/Services to be purchased: Admissions/transportation costs for various field trips through out the year.

Surplus/Deficit Handling Plan: Any surplus will be refunded to students at the end of the school year.

Project name: Gr. 3 Ukrainian Field trips

Person responsible: Malko, Tara

Purpose and timelines: Fees for Grade 3 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and teacher websites as they occur throughout the year.

Revenue to collect: \$100.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)

Items/Services to be purchased: Admissions/transportation costs for various curricular out of school field trips, funds for in class field trips, special holiday art projects, year end field trips. Approximate costs are as follows and are subject to change:

Surplus/Deficit Handling Plan: Any surplus will be refunded to students at the end of the school year.

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Project name: Grade 1 Field Trip Fee

Person responsible: Stychyshyn, Ronda

Purpose and timelines: Fees for Grade 1 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letter or email as they occur throughout the year.

Revenue to collect: 100.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)

Items/Services to be purchased: Admissions/transportation costs for various field trips through out the year.

Surplus/Deficit Handling Plan: Any surplus will be refunded to students at the end of the school year.

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Project name: Grade 2 Field Trip Fees

Person responsible: Spooner Kalin

Purpose and timelines: Fees for Grade 2 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and teacher websites as they occur throughout the year.

Revenue to collect: \$100.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)

Items/Services to be purchased: Admissions/transportation costs for various curricular out of school field trips, funds for in class field trips, special holiday art projects, year end field trips. Approximate costs are as follows and are subject to change:

Surplus/Deficit Handling Plan: Any surplus will be refunded to students at the end of the school year.

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Project name: Grade 2 Ukrainian Field Trips

Person responsible: Baugh Lindsay

Purpose and timelines: Fees for Grade 2 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and teacher websites as they occur throughout the year.

Revenue to collect: \$51.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)

Items/Services to be purchased: Admissions/transportation costs for various curricular out of school field trips, funds for in class field trips, special holiday art projects, year end field trips.

Approximate costs are as follows and are subject to change:

Surplus/Deficit Handling Plan:	Any surplus will be refunded to students at the end of the school year.
Project name:	Grade 3 Field Trip Fees
Person responsible:	Spooner, Kalin
Purpose and timelines:	Fees for Grade 3 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and teacher websites as they occur throughout the year.
Revenue to collect:	\$50.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)
Items/Services to be purchased:	Admissions/transportation costs for various curricular out of school field trips, funds for in class field trips, special holiday art projects, year end field trips. Approximate costs are as follows and are subject to change:
Surplus/Deficit Handling Plan:	Any surplus will be refunded to students at the end of the school year.
Project name:	Grade 4 Field Trip Fees
Person responsible:	Rafuse, Barb
Purpose and timelines:	Fees for Grade 4 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and teacher websites as they occur throughout the year.
Revenue to collect:	\$100.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)
Items/Services to be purchased:	Admissions/transportation costs for various curricular out of school field trips, funds for in class field trips, special holiday art projects, year end field trips. Approximate costs are as follows and are subject to change:
Surplus/Deficit Handling Plan:	Any surplus will be refunded to students at the end of the school year.
Project name:	Grade 4 Ski Trip
Person responsible:	Rafuse, Barb
Purpose and timelines:	Letter will be sent home to grade 4 parents in January explaining the purpose of the trip, and costs. Funds collected will cover the cost of lift tickets and/or rentals
Revenue to collect:	For students with their own equipment, cost of the lift ticket will be \$24.00 For students requiring lift ticket and ski rentals, the cost will be \$34.00 For students requiring lift ticket and snowboard rentals, the cost will be \$37.00 The cost of transportation will be covered under the Grade 4 field trip fees paid for on the school invoices in September. These cost may change dependent on the ski hill operator.
Items/Services to be purchased:	Lift ticket, and/or ski/snowboard rentals
Surplus/Deficit Handling Plan:	This should be at a zero balance, as each student that goes on the trip will be paying for their lift ticket and/or rentals if required.
Project name:	Kanga Pouches
Person responsible:	Dubuc, Simone
Purpose and timelines:	cost of kanga pouches will be on school fees

Revenue to collect: \$11.00 online payment, cheque or cash

Items/Services to be purchased: Kanga Pouches

Surplus/Deficit Handling Plan: There should be no surplus

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Project name: Librarybooks (Lost/Damaged)

Person responsible: Pawl-Nixon, Aubin

Purpose and timelines: At the end of the school year, librarian will send notices out to students who have not returned books so that they can return them without being fined. Any students whose books are damaged or still missing will be sent a notice of a fine owing to replace the books.

Revenue to collect: Fee notices sent out to parents in May/June, fee is replacement cost of damaged/missing book.

Items/Services to be purchased: To replace the damaged/lost library books.

Surplus/Deficit Handling Plan: All monies collected will be used to replace the damaged/lost books.

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Project name: Maker Space

Person responsible: Dubuc, Simone

Purpose and timelines: Stakeholders will not be asked to provide funds.

Revenue to collect: Donations and possibly Grants.

Items/Services to be purchased: Items, products, and materials that will be used for makerspace program.

Surplus/Deficit Handling Plan: Any surplus will be used for purchasing items, products, or materials for program. No or minimal deficit anticipated.

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Project name: National Geographic Grant

Person responsible: Rafuse, Barb

Purpose and timelines: Funds were received from National Geographic as a reward for participating in the Energy Diet challenge in our classroom.

Revenue to collect: \$405.31 balance remaining.

Items/Services to be purchased: Spin bikes that will be used in the classroom to help students focus, improve behaviour and boost positive attitudes.

Surplus/Deficit Handling Plan: All funds will be allocated towards the purchase of the spin bikes. We will communicate through an email with National Geographic.

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Project name: Pre K Field Trips

Person responsible: Dubuc, Simone

Purpose and timelines: Fees for Pre K Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and/or teacher websites as they occur throughout the year.

Revenue to collect: Cost dependent on field trip cost provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)

Items/Services to be purchased: Admissions for various in and out of school field trips, funds for in class field trips, transportation costs, year end field trips.

Surplus/Deficit Handling Plan: Any surplus will be used towards the students by the end of the school year.

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Project name: Recorders  
 Person responsible: Grudzinski, Larry  
 Purpose and timelines: Cost of Recorders will be on school fees  
 Revenue to collect: \$7.00 online payment, cheque or cash  
 Items/Services to be purchased: Recorders  
 Surplus/Deficit Handling Plan: There should be no or minimal surplus

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Project name: Ski Trip  
 Person responsible: Rafuse, Barb  
 Purpose and timelines: The purpose of this project is to collect fees for students to participate in the ski trip. 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 will vary depending on need of rental equipment, and ski or snow board. These individual fees will be communicated to parents prior to ski trip.  
 Items/Services to be purchased: Fees for this project could be used to pay for equipment rental, transportation and lift ticket.  
 Surplus/Deficit Handling Plan: This project is a cost recovery field trip and no surplus is expected. Any deficit from non payment will be covered from the general account.

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Project name: TD Friends of the Environment  
 Person responsible: Rafuse, Barb  
 Purpose and timelines: Grant Application was submitted, JV was a successful application. STN will submit a follow up report to TD Friends of the Environment to show where funds were applied.  
 Revenue to collect: Grant from TD Friends of the environment.  
 Items/Services to be purchased: Funding will go towards a Tower Garden project  
 Surplus/Deficit Handling Plan: All funds will go towards project. TD FEF Impact Report will be submitted to TD when project is complete.

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Project name: Tech Leasing Fee  
 Person responsible: Dubuc, Simone  
 Purpose and timelines: Cost of Tech Fee will be on School Fees.  
 Revenue to collect: 20.00 online payment, cheque or cash.  
 Items/Services to be purchased: Towards technology leasing costs to our district.  
 Surplus/Deficit Handling Plan: There should be no or minimal surplus

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Project name: Terry Fox Run  
 Person responsible: Dubuc, Simone  
 Purpose and timelines: Toonies are collected from students who wish to donate to the Terry Fox Foundation in support of the Terry Fox Run  
 Revenue to collect: If students wish to donate \$2.00, all toonies will be deposited and a cheque forwarded to the Terry Fox Foundation on behalf of St. Nicholas Catholic School. Online donations are accepted to Terry Fox Foundation.

Items/Services to be purchased: All funds will be forwarded to the Terry Fox Foundation.

Surplus/Deficit Handling Plan: No Surplus will exist.

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Project name: Waste in our World - Grade 4

Person responsible: Rafuse, Barb

Purpose and timelines: This account will be used to collect and small donations made to the Grade 4 Leadership teams that are not part of any grants the school receives. E-Cycling donations will be accounted for here. No money will be charged to parents

Revenue to collect: No money is to be charged to parents. The donation from E-cycling will be deposited to this account.

Items/Services to be purchased: This will be used to cover the cost of busing for the field trip to the Waste Management Centre for 2017-2018

Surplus/Deficit Handling Plan: Any surpluses will be used to help cover Grade 4 leadership field trips / events in school

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Project name: Young Authors Conference

Person responsible: Rafuse, Barb

Purpose and timelines: Teachers will pick students to attend the YAC in February dependent on the number of spots we are allocated

Revenue to collect: Cost of the Conference \$30.00 .

Items/Services to be purchased: Cover the admission to the YAC

Surplus/Deficit Handling Plan: Zero balance, as all funds collected are sent to the YAC