

# Project Plan Summary



## St. André Bessette Catholic High School

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Fort Saskatchewan, AB  
T8L 0W4

**Phone:** 587-744-0750

**Fax:**

**Principal:** Steve Tymko

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Project name: Art 10, 20, 30  
Person responsible: Cross, Nicola  
Purpose and timelines: Funds will be collected for school supplies (Paint, Paper, Clay, Stained Glass, etc.)  
Revenue to collect: Student fees at the start of the semester: Art 10 (3credit) - \$55, Art 10 (5 credit) - \$75, Art 20/30 \$85  
Items/Services to be purchased: Art Supplies  
Surplus/Deficit Handling Plan: Any surplus will fund the growing stained glass program.

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Project name: Art 9  
Person responsible: Cross, Nicola  
Purpose and timelines: Funds will be collected for school supplies (Paint, Paper, Clay, Stained Glass, etc.)  
Revenue to collect: Student fees at the start of the semester (\$40.00 each)  
Items/Services to be purchased: Art Supplies  
Surplus/Deficit Handling Plan: Any surplus will fund the growing stained glass program.

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Project name: Awards - Evonik Awards - Evonik  
Person responsible: Roth, Rhonda  
Purpose and timelines: Each donor is notified by a letter in the mail.  
Revenue to collect: Whatever the donor sees fit.  
Items/Services to be purchased: It could be a new plaque or trophy or cash award to top recipient.  
Surplus/Deficit Handling Plan: Any surplus funds will be carried forward for the following years awards.

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Project name: Awards - Kosztinka  
Person responsible: Roth, Rhonda  
Purpose and timelines: Each donor is notified by a letter in the mail.  
Revenue to collect: Whatever the donor sees fit.  
Items/Services to be purchased: It could be a new plaque or trophy or cash award to top recipient.  
Surplus/Deficit Handling Plan: Any surplus funds will be carried forward for the following years awards.

Handling Plan:

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Project name: Awards - Ladies Aux RCL #27

Person responsible: Roth, Rhonda

Purpose and timelines: Each donor is notified by a letter in the mail.

Revenue to collect: Whatever the donor sees fit.

Items/Services to be purchased: It could be a new plaque or trophy or cash award to top recipient.

Surplus/Deficit Handling Plan: Any surplus funds will be carried forward for the following years awards.

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Project name: Awards - Langdeau(French)

Person responsible: Roth, Rhonda

Purpose and timelines: Each donor is notified by a letter in the mail.

Revenue to collect: Whatever the donor sees fit.

Items/Services to be purchased: It could be a new plaque or trophy or cash award to top recipient.

Surplus/Deficit Handling Plan: Any surplus funds will be carried forward for the following years awards.

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Project name: Awards - Other

Person responsible: Roth, Rhonda

Purpose and timelines: Each donor is notified by a letter in the mail.

Revenue to collect: Whatever the donor sees fit.

Items/Services to be purchased: It could be a new plaque or trophy or cash award to top recipient.

Surplus/Deficit Handling Plan: Any surplus funds will be carried forward for the following years awards.

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Project name: Awards - Tracy Melnyk

Person responsible: Roth, Rhonda

Purpose and timelines: Each donor is notified by a letter in the mail.

Revenue to collect: Whatever the donor sees fit.

Items/Services to be purchased: It could be a new plaque or trophy or cash award to top recipient.

Surplus/Deficit Handling Plan: Any surplus funds will be carried forward for the following years awards.

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Project name: Awards K of C

Person responsible: Roth, Rhonda

Purpose and timelines: Each donor is notified by a letter in the mail.

Revenue to collect: Whatever the donor sees fit.

Items/Services to be purchased: It could be a new plaque or trophy or cash award to top recipient.

Surplus/Deficit Handling Plan: Any surplus funds will be carried forward for the following years awards.

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Project name: Boys Rugby  
Person responsible: Robert, Dave  
Purpose and timelines: School Sports - provided information pack given to parents and students  
Revenue to collect: Student Fees for Rugby to be determined in May 2018  
Items/Services to be purchased: Tournament costs (transportation, fee for tournament); clothing; Transportation; Rugby Equipment; metro league fees  
Surplus/Deficit Handling Plan: If there is a remainder of an excess of \$25 per student at the end of the school year, they will each be issued a refund for that amount. <25\$ funds will be used towards purchasing equipment for future use

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Project name: Broadcasting 10/20/30  
Person responsible: Segberg, Don  
Purpose and timelines: The course fee will be included on the course outline and the registration guide.  
Revenue to collect: Students will be charged a \$45 fee.  
Items/Services to be purchased: Memory cards will be purchased for the students to collect their finished projects.  
Surplus/Deficit Handling Plan: Up to \$15/student may be carried forward to maintain equipment and enhance the program

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Project name: Broadcasting 9  
Person responsible: Segberg, Don  
Purpose and timelines: The course fee will be included on the course outline and the registration guide.  
Revenue to collect: Students will be charged a \$35 fee.  
Items/Services to be purchased: Memory cards will be purchased for the students to collect their finished projects.  
Surplus/Deficit Handling Plan: Up to \$15/student may be carried forward to maintain equipment and enhance the program.

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Project name: Bus  
Person responsible: Tymko, Steven  
Purpose and timelines:  
Revenue to collect: Money is collected at .85/km from school groups or teams that use the bus.  
Items/Services to be purchased: Repairs & maintenance on the bus.  
Surplus/Deficit Handling Plan: Money will be left in account for future repairs and maintenance.

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Project name: Cafeteria  
Person responsible: Tymko, Steven  
Purpose and timelines:  
Revenue to collect: The cafeteria is contracted out and the person running it pays the school a % of sales as per the contract for monthly rent.  
Items/Services to be purchased: Maintenance & repairs on equipment in cafeteria  
Surplus/Deficit: Any surplus will be carried forward to cover expenses in the following year.

Handling Plan:

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Project name: Caution Fee-refundable book deposit  
Person responsible: Tymko, Steven  
Purpose and timelines: All students are invoiced upon first registration in the school in grade 9 or subsequent years. This is a one time fee which is refunded upon graduation or withdrawal from school provided that all books and materials are returned.  
Revenue to collect: \$100.00/student.  
Items/Services to be purchased: Caution fee ensures that all school books are returned at the end of the year.  
Surplus/Deficit Handling Plan: All surplus fees are returned to the student upon graduation or withdrawal from school.

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Project name: Chapel Project  
Person responsible: Tymko, Steven  
Purpose and timelines: Donations to enhance the Chapel  
Revenue to collect: Donations  
Items/Services to be purchased: Materials to enhance the Chapel  
Surplus/Deficit Handling Plan: Any surplus will be used to enhance the Chapel.

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Project name: Choral/Musical Theatre  
Person responsible: Cava, Nikki  
Purpose and timelines: The Fees collected will be student course fees (\$30), collected for the purpose of royalties, music, costumes, and performance of the students in the fine arts program  
Revenue to collect: The revenue selected will be course fees paid by students.  
Items/Services to be purchased: With these course fees, Music and accompaniment will be purchased, as well as costumes, and paying for any royalties tied to music for the fine arts program  
Surplus/Deficit Handling Plan: Any surplus and deficit will be carried into the following year to further the Choral/Musical Theatre program. Deficits will be prevented through student fundraising.

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Project name: Construction 10  
Person responsible: Wisniewski, Ben  
Purpose and timelines: This would be part of the course fees.  
Revenue to collect: We would collect 110.00 for the CTS fee for Construction 10  
Items/Services to be purchased: Materials (Wood, hardware, etc..)  
Surplus/Deficit Handling Plan: This allows the students to create projects and take them home when finished. Any surplus funds will be used to buy replacement supplies to enhance the program.

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Project name: Construction 20/30  
Person responsible: Wisniewski, Ben  
Purpose and timelines: This would be part of the course fees.  
Revenue to collect: We would collect 130.00 for the CTS fee for Construction 20 & 30.

Items/Services to be purchased:	Materials (Wood, hardware, etc..)
Surplus/Deficit Handling Plan:	This allows the students to create projects and take them home when finished. Any surplus funds will be used to buy replacement supplies to enhance the program.
Project name:	Construction 9
Person responsible:	Wisniewski, Ben
Purpose and timelines:	This would be part of the course fees.
Revenue to collect:	We would collect 70.00 for the CTS fee for Construction 9
Items/Services to be purchased:	Materials (Wood, hardware, etc..)
Surplus/Deficit Handling Plan:	This allows the students to create projects and take them home when finished. Any surplus funds will be used to buy replacement supplies to enhance the program.
Project name:	Cosmetology 10
Person responsible:	Rezac, Samantha
Purpose and timelines:	The course fee will be included on the course outline and the registration guide.
Revenue to collect:	85.00/student
Items/Services to be purchased:	Supplies used such as mannequins, hair colour, make-up. Bus fees, entry fees, skills fees.
Surplus/Deficit Handling Plan:	Any surplus will be spent on replacing COS equipment and replenish supplies to enhance the program
Project name:	Cosmetology 20/30
Person responsible:	Rezac, Samantha
Purpose and timelines:	The course fee will be included on the course outline and the registration guide.
Revenue to collect:	180.00/student
Items/Services to be purchased:	Supplies used such as mannequins, hair colour, make-up. Bus fees, entry fees, skill fees.
Surplus/Deficit Handling Plan:	Any surplus will be spent on replacing COS equipment and replenish supplies to enhance the program.
Project name:	Cosmetology 30 - 10 credit
Person responsible:	Rezac, Samantha
Purpose and timelines:	"The course fee will be included on the course outline and the registration guide.
Revenue to collect:	230.00/student
Items/Services to be purchased:	Supplies used such as: mannequins for cutting and colouring, brushes, combs, clips, products and chemicals.
Surplus/Deficit Handling Plan:	Any surplus will be spent on replacing Cosmetology equipment and replenish supplies to enhance the program.
Project name:	Cosmetology 9
Person responsible:	Rezac, Samantha
Purpose and timelines:	The course fee will be included on the course outline and the registration guide.

Revenue to collect: 50.00/student  
Items/Services to be purchased: Supplies used such as mannequins, hair colour, make-up. Bus fees, entry fees, skills fees  
Surplus/Deficit Handling Plan: Any surplus will be spent on replacing COS equipment and replenish supplies to enhance the program

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Project name: Cosmetology-Customer Service & Retail  
Person responsible: Rezac, Samantha  
Purpose and timelines: Customers will pay for services or product.

Revenue to collect: Hair and esthetic services & retail.  
Items/Services to be purchased: Products for services & retail.  
Surplus/Deficit Handling Plan: Surplus will be used to enhance the program and maintain the lab.

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Project name: Cross Country  
Person responsible: Lemmens, Barb  
Purpose and timelines: Team Starts in September and continues until mid October. Information package is given to athletes and parents at the start of the year.  
Revenue to collect: A portion of the team fees will be collected at the start of the season. Exact amount will depend on expenditures for that season and will be determined at the start of the sport. Extra tournaments or costs for meets, travel etc. will be collected depending on individual participation.  
Items/Services to be purchased: Entry fees into meets, metro league fees, transportation costs, hotel costs if necessary.  
Surplus/Deficit Handling Plan: Surplus money will go towards future expenses in the program.

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Project name: CTS Equipment  
Person responsible: Tymko, Steven  
Purpose and timelines:  
Revenue to collect: If there is any leftover funds from CTS classes it will be transferred into this a/c.  
Items/Services to be purchased: New CTS Equipment and repairs. Construction & foods labs.  
Surplus/Deficit Handling Plan: Any extra funds will be left in the account for future expenses.

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Project name: Curling  
Person responsible: Panich, Terri  
Purpose and timelines: Team Starts in September and continues until the end of March. Information package is given to athletes and parents at the start of the year. Parent meeting will also be held.  
Revenue to collect: Team fees will be collected at the start of the season. Exact amount will depend on expenditures for that season and will be determined at the start of the sport.  
Items/Services to be purchased: Entry fees, metro league fees, transportation costs, team clothing if necessary, team equipment if needed, windup activities.  
Surplus/Deficit Handling Plan: Surplus will remain with the team for future program costs.

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Project name: Digital Design 20/30  
Person responsible: Segberg, Don  
Purpose and timelines: This would be part of the course fees.  
Revenue to collect: We would collect 45.00 for the CTS fee for Communication Technology/Graphic Design.  
Items/Services to be purchased: Materials (paper, ink, etc)  
Surplus/Deficit Handling Plan: This allows the students to create projects and take them home when finished. Any surplus funds will be used to buy replacement supplies to enhance the program

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Project name: Digital Design 9/10  
Person responsible: Segberg, Don  
Purpose and timelines: This would be part of the course fees.  
Revenue to collect: We would collect 35.00 for Digital 9 & 10 (3 credit).  
Items/Services to be purchased: Materials (paper, ink, etc)  
Surplus/Deficit Handling Plan: This allows the students to create projects and take them home when finished. Any surplus funds will be used to buy replacement supplies to enhance the program.

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Project name: Digital Photography10-12  
Person responsible: Warchol, Ewelina  
Purpose and timelines: The purpose is to implement the photography courses from the Com Tech curriculum. This will be communicated through the student registration guide.  
Revenue to collect: Course fee of \$50/student  
Items/Services to be purchased: Materials and equipment (ie: cameras, lighting, photo printing, etc.)  
Surplus/Deficit Handling Plan: Surplus will be used to purchase equipment to enhance the program.

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Project name: Distance Learning  
Person responsible: Gau, Ryan  
Purpose and timelines: Collect funds from students taking ADLC courses in order to cover our postage and processing costs  
Revenue to collect: Course recovery plus 20.00 for postage  
Items/Services to be purchased: Postage, packaging, and copying costs  
Surplus/Deficit Handling Plan: Cost recovery only. Any surpluses will go into supplies or postage

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Project name: Drama 20/30  
Person responsible: Cross, Nicola  
Purpose and timelines: Project: Purchase gels for lights, new costumes, greek masks, script royalties. This will be communicated in their course registration.  
Revenue to collect: Student fees at the start of the semester (\$75.00 per student)  
Items/Services to be purchased: Gels, Costumes, Scripts, field trip to see a play.

Surplus/Deficit Handling Plan: Any surplus will go towards expenses to help enhance the drama program.

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Project name: Drama 9/10  
Person responsible: Cross, Nicola  
Purpose and timelines: Project: Purchase gels for lights, new costumes, greek masks, script royalties. This will be communicated in their course registration.  
Revenue to collect: Student fees at the start of the semester (\$60.00 per student)  
Items/Services to be purchased: Gels, Costumes, Scripts, field trip to see a play.  
Surplus/Deficit Handling Plan: Any surplus will go towards expenses to help enhance the drama program.

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Project name: Drama Ticket Sales  
Person responsible: Cross, Nicola  
Purpose and timelines: Money is communicated to stakeholders through our theatre program. All funds will go towards future productions.  
Revenue to collect: Money is collected through ticket sales & fundraising.  
Items/Services to be purchased: Funds will purchase play royalties, costumes, set designs, and will cover Shell Theatre rental fees.  
Surplus/Deficit Handling Plan: All surplus funds will be saved for the following year to help enhance the program.

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Project name: Early Bird Phys. Ed  
Person responsible: Gau, Ryan  
Purpose and timelines: Class runs from start of September until the end of June. The course description will be posted in the student handbook. Project will be discussed in the course outline.  
Revenue to collect: 100.00 in student fees  
Items/Services to be purchased: Camping trip registration fee, golf fees equipment replacement, and off campus activities.  
Surplus/Deficit Handling Plan: Any surplus fees will be used to purchase additional equipment that was used and damaged to replace it. This will be stated in the course outline.

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Project name: Environment Club  
Person responsible: Keats, Cameron  
Purpose and timelines: The purpose of this project is to help to reduce the school's environmental impact through the development of a more effective recycling program and through the placement of more garbage and recycling recepticals in strategic places.  
Revenue to collect: Revenue will be collected through grant applications, and by returning beverage containers for a refund that are collected in the school.  
Items/Services to be purchased: Recycling and garbage recepticals for classrooms, common areas and the parking lot. We may also need to purchase supplies like bags and gloves.  
Surplus/Deficit Handling Plan: All grant money will be used for needed materials, funds from container refunds may be used to supplement a year end field trip for Environmental club members (TBD)

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Project name: Faith Group  
Person responsible: Warchol, Ewelina  
Purpose and timelines: The group is an ongoing student group responding to student faith interests. Letter / email contact provided.



Revenue to collect:	Monetary - provided by students or parents for faith group activities only in the event of organized faith events requiring money for transportation or attendance.
Items/Services to be purchased:	Funds are used for group resources, transportation to youth events, food for meetings, events and activities, etc.
Surplus/Deficit Handling Plan:	Any surplus will be retained for further faith group activities to cover items listed above, and / or reduce future costs and / or cover future deficits.
Project name:	Fashion 9/10/20/30
Person responsible:	Lemmens, Barb
Purpose and timelines:	The course fee will be included on the course outline and the registration guide.
Revenue to collect:	Fashion 9 - \$30.00 per student. Fashion 10/20/30 - 25.00/student
Items/Services to be purchased:	The \$25.00 & 30.00/student will be used to fund the first project in Fashion 9/10/20/30 and other materials used throughout the course.
Surplus/Deficit Handling Plan:	Any surplus funds will be used to help fund the servicing of equipment used.
Project name:	Field Trip - Riverwatch
Person responsible:	Zaleschuk, Elaan
Purpose and timelines:	Letter to be sent home with students stating the amount of the field trip
Revenue to collect:	Depending on the cost of the trip.
Items/Services to be purchased:	Transportation & field trip expenses.
Surplus/Deficit Handling Plan:	Once bussing & trip expenses are paid there shouldn't be any surplus. If there are, parents will be notified.
Project name:	Fine Arts
Person responsible:	Cross, Nicola
Purpose and timelines:	Students will be involved in a Variety Show which will showcase all talents; guitar, Fine Art, Musical Theatre, Choir as well as Drama.
Revenue to collect:	Revenue is collected from bottle returns, fundraising and ticket sales.
Items/Services to be purchased:	The funds will provide costumes, materials to build the set and will pay for the Shell rental fees.
Surplus/Deficit Handling Plan:	Surplus funds from our production will be used to enhance the program.
Project name:	Finland Project
Person responsible:	Tymko, Steven
Purpose and timelines:	Grants from ATA - they already know as they are granting the money
Revenue to collect:	Grant money
Items/Services to be purchased:	Airline tickets, hotels etc to travel to Finland
Surplus/Deficit Handling Plan:	There shouldn't be any surplus.
Project name:	Fitness Centre User Fee
Person responsible:	Reader, Sean
Purpose and	All Students will be invoiced at the beginning of the year.

timelines:

Revenue to collect: \$5.00 student (optional)

Items/Services to be purchased: Fee will cover access to the Fitness Centre and maintenance/replacement of equipment.

Surplus/Deficit Handling Plan: Surplus funds remain in the account to offset future equipment replacement costs.

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Project name: Flag Football

Person responsible: Reader, Sean

Purpose and timelines: Fees are required to be charged to members of the flag football team in order to cover the costs of referees, uniforms, equipment and league fees. At the beginning of the year, fees will be sent to the parents of teammates in a newsletter, indicating the breakdown of the fees charged.

Revenue to collect: Team fees.

Items/Services to be purchased: Officials, transportation, league fees, field bookings, equipment, uniforms.

Surplus/Deficit Handling Plan: Entry fees, league fees, transportation costs, team clothing, team equipment if needed, officials costs, windup activities.

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Project name: Foods 10/20/30

Person responsible: Gau, Michelle

Purpose and timelines: Purpose is to implement the Foods Curriculum. It will be communicated through the registration guide.

Revenue to collect: \$105.00/student enrolled in foods 10/20/30

Items/Services to be purchased: Consumables to run the foods 10,20 & 30 program (eg. Groceries)

Surplus/Deficit Handling Plan: Any surplus is used to purchase equipment to help enhance the program.

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Project name: Foods 9

Person responsible: Gau, Michelle

Purpose and timelines: Purpose is to implement the Foods Curriculum. It will be communicated through the registration guide.

Revenue to collect: \$68.00/student enrolled in foods 9

Items/Services to be purchased: Consumables to run the foods 9 program (eg. Groceries)

Surplus/Deficit Handling Plan: Any surplus is used to purchase equipment to enhance the program.

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Project name: Golf

Person responsible: Gau, Ryan

Purpose and timelines: Team Starts in September and continues until the end of September. There will also be practices and tournaments in the spring. Information package is given to athletes and parents at the start of the year. Parent meeting will also be held.

Revenue to collect: A portion of the team fees will be collected at the start of the season. Exact amount will depend on expenditures for that season and will be determined at the start of the sport. Extra tournaments or costs for green fees, travel etc. will be collected depending on individual participation.

Items/Services to be purchased: Entry fees into tournaments, metro league fees, transportation costs, green fees, hotel costs if necessary.

Surplus/Deficit Handling Plan: Surplus will remain with the team for future program costs.

Handling Plan:

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Project name: Graduation Fee

Person responsible: Zaleschuk, Elaan

Purpose and timeliness: All graduating students will be assessed the Graduation Fee.

Revenue to collect: \$130.00/student.

Items/Services to be purchased: The Grad fee is used to support all Grad activities and expenses including: Grad Photo sitting fee, a copy of the composite photo and individual photo, facilities rentals, decorations, music and AV on Grad night, printing costs, and video production. This is a one time fee to cover all grad expenses.

Surplus/Deficit Handling Plan: Unused funds will go into a Grad legacy fund to purchase a legacy item for the school from the Grad class.

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Project name: Graduation Legacy

Person responsible: Tymko, Steven

Purpose and timeliness:

Revenue to collect: Any leftover funds from Graduation will be put into this account.

Items/Services to be purchased: An annual gift from the graduating class for the school.

Surplus/Deficit Handling Plan: If there is any surplus it will be put towards the following years legacy gift.

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Project name: Graphing Calculator

Person responsible: Tymko, Steven

Purpose and timeliness: Students registered in Math 10C will be charged this 100.00 deposit. This is a one time fee which is refunded upon graduation or withdrawal from school provided that the calculator is returned in good shape.

Revenue to collect: \$100.00/student taking Math 10C

Items/Services to be purchased: Calculator deposit ensures that all calculators are returned at the end of the year.

Surplus/Deficit Handling Plan: All surplus fees are returned to the student upon graduation or withdrawal from school.

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Project name: High School Equipment

Person responsible: Tymko, Steven

Purpose and timeliness:

Revenue to collect: Holding account for previous surplus.

Items/Services to be purchased: Replace & maintain furniture & equipment in the school.

Surplus/Deficit Handling Plan:

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Project name: Jr. Boys Basketball

Person responsible: Reader, Sean

Purpose and timeliness: Team Starts in November and continues until the end of March. Information package is given to athletes and parents at the start of the year. Parent meeting will also be held.

Revenue to collect: Team fees will be collected at the start of the season. Exact amount will depend

Items/Services to be purchased:	on expenditures for that season and will be determined at the start of the sport. Entry fees, league fees, transportation costs, team clothing, hotel costs, team equipment if needed, officials costs, windup activities.
Surplus/Deficit Handling Plan:	35.00/player will go into the uniform replacement account and the rest will remain with the team for future program costs.
Project name:	Jr. Boys volleyball
Person responsible:	Kozitzky, Andrew
Purpose and timelines:	Team Starts in September and continues until the end of November. Information package is given to athletes and parents at the start of the year. Parent meeting will also be held.
Revenue to collect:	Team fees will be collected at the start of the season. Exact amount will depend on expenditures for that season and will be determined at the start of the sport.
Items/Services to be purchased:	Entry fees, league fees, transportation costs, team clothing, hotel costs, team equipment if needed, officials costs, windup activities.
Surplus/Deficit Handling Plan:	35.00/player will go into the uniform replacement account and the rest will remain with the team for future program costs.
Project name:	Jr. Girls Basketball
Person responsible:	Balla, Sarah
Purpose and timelines:	Team Starts in November and continues until the end of March. Information package is given to athletes and parents at the start of the year. Parent meeting will also be held.
Revenue to collect:	Team fees will be collected at the start of the season. Exact amount will depend on expenditures for that season and will be determined at the start of the sport.
Items/Services to be purchased:	Entry fees, league fees, transportation costs, team clothing, hotel costs, team equipment if needed, officials costs, windup activities.
Surplus/Deficit Handling Plan:	35.00/player will go into the uniform replacement account and the rest will remain with the team for future program costs.
Project name:	Jr. Girls Volleyball
Person responsible:	Cava, Nikki
Purpose and timelines:	Team Starts in September and continues until the end of November. Information package is given to athletes and parents at the start of the year. Parent meeting will also be held.
Revenue to collect:	Team fees will be collected at the start of the season. Exact amount will depend on expenditures for that season and will be determined at the start of the sport.
Items/Services to be purchased:	Entry fees, league fees, transportation costs, team clothing, hotel costs, team equipment if needed, officials costs, windup activities.
Surplus/Deficit Handling Plan:	35.00/player will go into the uniform replacement account and the rest will remain with the team for future program costs.
Project name:	Jr. Badminton
Person responsible:	Romanowski, Pawel
Purpose and timelines:	Team Starts in March and continues until the end of April. Information package is given to athletes and parents at the start of the year. Parent meeting will also be held.
Revenue to collect:	Team fees will be collected at the start of the season. Exact amount will depend on expenditures for that season and will be determined at the start of the sport.
Items/Services to be purchased:	Entry fees, transportation costs, team clothing, league fees, team equipment if needed, windup activities.

Surplus/Deficit Handling Plan: Surplus will remain with the team for future program costs

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Project name: Junior Varsity Boys Basketball

Person responsible: Gau, Ryan

Purpose and timeliness: Team Starts in September and continues until the end of November. Information package is given to athletes and parents at the start of the year. Parent meeting will also be held.

Revenue to collect: Team fees will be collected at the start of the season. Exact amount will depend on expenditures for that season and will be determined at the start of the sport.

Items/Services to be purchased: Entry fees, metro league fees, transportation costs, team clothing, hotel costs, team equipment if needed, officials costs, athletic awards and windup activities.

Surplus/Deficit Handling Plan: 35.00/player will go into the uniform replacement account and the rest will remain with the team for future program costs.

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Project name: Junior Varsity Boys Volleyball

Person responsible: Warchol, Ewelina

Purpose and timeliness: Team Starts in September and continues until the end of November. Information package is given to athletes and parents at the start of the year. Parent meeting will also be held.

Revenue to collect: Team fees will be collected at the start of the season. Exact amount will depend on expenditures for that season and will be determined at the start of the sport.

Items/Services to be purchased: Entry fees, metro league fees, transportation costs, team clothing, hotel costs, team equipment if needed, officials costs, athletic awards and windup activities.

Surplus/Deficit Handling Plan: 35.00/player will go into the uniform replacement account and the rest will remain with the team for future program costs

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Project name: Junior Varsity Girls Basketball

Person responsible: Lee, Erin

Purpose and timeliness: Team Starts in September and continues until the end of November. Information package is given to athletes and parents at the start of the year. Parent meeting will also be held.

Revenue to collect: Team fees will be collected at the start of the season. Exact amount will depend on expenditures for that season and will be determined at the start of the sport.

Items/Services to be purchased: Entry fees, metro league fees, transportation costs, team clothing, hotel costs, team equipment if needed, officials costs, athletic awards and windup activities.

Surplus/Deficit Handling Plan: 35.00/player will go into the uniform replacement account and the rest will remain with the team for future program costs.

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Project name: Junior Varsity Girls Volleyball

Person responsible: Cameron, Nicole

Purpose and timeliness: Team starts in September and continues until the end of November. Information package is given to athletes and parents at the start of the year. Parent meeting will also be held.

Revenue to collect: Team fees will be collected at the start of the season. Exact amount will depend on expenditures for that season and will be determined at the start of the sport.

Items/Services to be purchased: Entry fees, metro league fees, transportation costs, team clothing, hotel costs, team equipment if needed, officials costs, athletic awards and windup activities.

Surplus/Deficit Handling Plan: 35.00/player will go into the uniform replacement account and the rest will remain with the team for future program costs

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Project name: Lost Textbooks

Person responsible: Sutton, Judy

Purpose and timelines: Funds are collected for lost textbooks or library books.

Revenue to collect: Whatever the replacement cost of each textbook or library book is.

Items/Services to be purchased: New textbooks or library books.

Surplus/Deficit Handling Plan: Any surplus funds will be carried forward to the following year to purchase new textbooks/library books.

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Project name: Outdoor Ed 9

Person responsible: Keats, Cameron

Purpose and timelines: Fee = \$100. A letter will be sent home at the start of the year to communicate how fees will be spent. The fee will be clearly stated in the student handbook.

Revenue to collect: Fee = \$100. This fee will be included with student fees at the start of the year.

Items/Services to be purchased: Orienteering fieldtrip, strathcona wilderness centre trip, supplies, end of the year camping trip

Surplus/Deficit Handling Plan: Surplus budget will be used to buy replacement supplies to enhance the program

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Project name: Outdoor Living 10/20/30

Person responsible: Keats, Cameron

Purpose and timelines: A letter will be sent home at the start of the course to communicate how fees will be used. The fee will be clearly stated in the student handbook.

Revenue to collect: \$100 will be paid at the start of the semester as a part of student fees.

Items/Services to be purchased: Supplies, a trip to the Strathcona Wilderness Centre, end of the year camping trip, presenters.

Surplus/Deficit Handling Plan: Surplus funds will be used to buy replacement supplies to enhance the program.

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Project name: Parent Council

Person responsible: Tymko, Steven

Purpose and timelines: Project is the holding and tracking of finances of the PAC in lieu of having a bank account

Revenue to collect: PAC fundraising and donations

Items/Services to be purchased: PAC costs such as awards and a few other items for the school

Surplus/Deficit Handling Plan: The funds will always be carried over from year to year as the PAC no longer has a bank account.

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Project name: PE Equipment Replacement Fund

Person responsible: Gau, Ryan

Purpose and timelines:

Revenue to collect: Small amounts from PE classes and team sports will be used to replace old or broken equipment.

Items/Services to be purchased: Run down or broken PE and team equipment.

Surplus/Deficit Handling Plan: Any surplus will be used to replace old equipment or add new equipment.

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Project name: Peer Mentorship

Person responsible:	Reader, Sean
Purpose and timelines:	They are communicated as class fees for this course. It will be on the course outline that funds are collected for bussing to and from the schools and for supplies for the students.
Revenue to collect:	\$40.00 per student
Items/Services to be purchased:	Busing to and from the schools, games, materials, craft supplies and semester wrap up party for mentors and mentees which includes a lunch.
Surplus/Deficit Handling Plan:	No anticipated surplus.
Project name:	Personal Fitness 10/20/30
Person responsible:	Reader, Sean
Purpose and timelines:	Fee will be printed in student handbook. The use of such funds will be communicated in the course outline
Revenue to collect:	\$65 Fee will be collected at the start of the school year along with other student fees.
Items/Services to be purchased:	Field trips (UofA HPTRC, Dow Centre, etc), guest speaker, fitness centre equipment, training equipment.
Surplus/Deficit Handling Plan:	Surplus funds will be put into the Fitness Centre Equipment Replacement Account
Project name:	Personal Fitness 9
Person responsible:	Reader, Sean
Purpose and timelines:	Fee = \$40 per student. Fees will be used for field trips and presenters. This will be clearly stated in the course outline and communicated to students as well as printed in the student handbook.
Revenue to collect:	School fees will be collected at the beginning of the school year.
Items/Services to be purchased:	Transportation to Pope John School and funds for simple equipment to lead games.
Surplus/Deficit Handling Plan:	Surplus funds will be used for extra activities or put into the fitness centre equipment replacement fund.
Project name:	Phys Ed 10
Person responsible:	Balla, Sarah
Purpose and timelines:	Course fees are communicated in the course outline, Student Policy Handbook, and Registration Guide.
Revenue to collect:	Student-collected fees as a result of course enrollment - 75.00
Items/Services to be purchased:	Field Trips: curling, bowling, Power Yoga (transportation and usage costs)
Surplus/Deficit Handling Plan:	Surplus funds used to purchase equipment to enhance the PE program.
Project name:	Phys Ed 20/30
Person responsible:	Balla, Sarah
Purpose and timelines:	Course fees are indicated in the Student Handbook, Registration Guide, and course syllabus.
Revenue to collect:	Student-collected fees from course registrations - 110.00
Items/Services to be purchased:	Field Trips: driving range, golf course, tennis courts, hockey rink, curling, bowling alley, swimming pool (registration and transportation).
Surplus/Deficit Handling Plan:	Surplus funds will be used to purchase equipment to enhance the PE program.

Project name:	Phys Ed 9
Person responsible:	Balla, Sarah
Purpose and timelines:	Fee = \$20 per student. Students will be made aware that their fees will cover a dance instructor to come in during the dance unit. This will be clearly communicated in the course outline and student handbook.
Revenue to collect:	Fee= \$20 per student. Fees will be collected at the beginning of the school year along with other student fees.
Items/Services to be purchased:	Dance instructor time for Zumba, Square Dancing or Bollywood dancing.
Surplus/Deficit Handling Plan:	Surplus will be spent on another activity like yoga or used to purchase equipment to enhance the PE program.
Project name:	Phys Ed Camping Trip
Person responsible:	Gau, Ryan
Purpose and timelines:	Letters will go home to parents outlining the details and expenses of the trip. Signed copies must be returned before attendance is accepted
Revenue to collect:	Students will pay for the price of the trip. Some fees will come out the Early bird PE account to help subsidize the trip
Items/Services to be purchased:	The registration for each participant, equipment used, food throughout the duration of the trip, and the travel costs.
Surplus/Deficit Handling Plan:	Any surplus will go back into the PE budget to help replace or buy new equipment for the trip. There should not be much or any surplus however.
Project name:	Religion
Person responsible:	Warchol, Ewelina
Purpose and timelines:	Purpose of funding is to accommodate transportation, food, and site fees incurred by grade level field trips (World Religion Faith Experience - grade 11, Day of Service - grade 12)
Revenue to collect:	\$25/ Student in grade 11 and 12
Items/Services to be purchased:	Transportation, food and site fees
Surplus/Deficit Handling Plan:	Surplus funds (though there really shouldn't be any) will be returned if in excess of reasonable amount per student. Additional funds may be required (deficit) dependent on rising costs. Stakeholders will be notified as to this event well in advance.
Project name:	Robotics 10/20/30
Person responsible:	Panich, Terri
Purpose and timelines:	The purpose is to implement the Robotic Engineering 10 (ELT1530C0) curriculum. It will be communicated through the registration guide.
Revenue to collect:	Each student will be charged \$100 upon enrollment in the course.
Items/Services to be purchased:	The students will be provided with kits they can use during the semester. They may end up participating in competitions and the funds would be used for this as well.
Surplus/Deficit Handling Plan:	Up to \$50/student may be carried forward to maintain equipment and enhance the program.
Project name:	Robotics 9
Person responsible:	Panich, Terri
Purpose and timelines:	The purpose is to implement the Robotics 9 (ROB900) curriculum. It will be communicated through the registration guide.



Revenue to collect: Each student will be charged \$75 upon enrollment in the course.  
Items/Services to be purchased: The students will be provided with kits they can use during the semester. They may end up participating in competitions and the funds would be used for this as well.  
Surplus/Deficit Handling Plan: Up to \$50/student may be carried forward to maintain equipment and enhance the program

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Project name: Ski Trip  
Person responsible: Zaleschuk, Elaan  
Purpose and timelines: Letter will be sent home with students stating how much the trip will cost.  
Revenue to collect: Depending on transportation, lift tickets, hotel costs.  
Items/Services to be purchased: Transportation, lift tickets, hotel  
Surplus/Deficit Handling Plan: If there is less than 1000.00 the surplus will be used for deposit on the next years trip. Further surpluses will be used to benefit students.

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Project name: Sr. Badminton  
Person responsible: McClure, Heather  
Purpose and timelines: Team Starts in March and continues until the end of April. Information package is given to athletes and parents at the start of the year. Parent meeting will also be held.  
Revenue to collect: Team fees will be collected at the start of the season. Exact amount will depend on expenditures for that season and will be determined at the start of the sport.  
Items/Services to be purchased: Entry fees, transportation costs, team clothing, league fees, team equipment if needed, windup activities.  
Surplus/Deficit Handling Plan: Surplus will remain in the team account for future program costs.

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Project name: Sr. Basketball Tourn  
Person responsible: Balla, Sarah  
Purpose and timelines: No funds are provided for tournaments from the stakeholders.  
Revenue to collect: Entry fees from different schools are collected.  
Items/Services to be purchased: Officials cost, game balls, coaches/officials room, PD opportunities  
Surplus/Deficit Handling Plan: Any surplus will remain in the account for coaches PD.. May also be used to help offset expenditures for each team.

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Project name: Sr. Boys Basketball  
Person responsible: Kozitzky, Andrew  
Purpose and timelines: Team Starts in November and continues until the end of March. Information package is given to athletes and parents at the start of the year. Parent meeting will also be held.  
Revenue to collect: Team fees will be collected at the start of the season. Exact amount will depend on expenditures for that season and will be determined at the start of the sport.  
Items/Services to be purchased: Entry fees, metro league fees, transportation costs, team clothing, hotel costs, team equipment if needed, officials costs, windup activities.  
Surplus/Deficit Handling Plan: 35.00/player will go into the uniform replacement account and the rest will remain with the team for future program costs.

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Project name: Sr. Boys Volleyball

Person responsible: Gau, Ryan

Purpose and timelines: Team Starts in September and continues until the end of November. Information package is given to athletes and parents at the start of the year. Parent meeting will also be held.

Revenue to collect: Team fees will be collected at the start of the season. Exact amount will depend on expenditures for that season and will be determined at the start of the sport.

Items/Services to be purchased: Entry fees, metro league fees, transportation costs, team clothing, hotel costs, team equipment if needed, officials costs, windup activities.

Surplus/Deficit Handling Plan: 35.00/player will go into the uniform replacement account and the rest will remain with the team for future program costs.

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Project name: Sr. Girls Basketball

Person responsible: Balla, Sarah

Purpose and timelines: Team Starts in November and continues until the end of March. Information package is given to athletes and parents at the start of the year. Parent meeting will also be held.

Revenue to collect: Team fees will be collected at the start of the season. Exact amount will depend on expenditures for that season and will be determined at the start of the sport.

Items/Services to be purchased: Entry fees, metro league fees, transportation costs, team clothing, hotel costs, team equipment if needed, officials costs, windup activities.

Surplus/Deficit Handling Plan: 35.00/player will go into the uniform replacement account and the rest will remain with the team for future program costs.

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Project name: Sr. Girls Volleyball

Person responsible: Keats, Cameron

Purpose and timelines: Team Starts in September and continues until the end of November. Information package is given to athletes and parents at the start of the year. Parent meeting will also be held.

Revenue to collect: Team fees will be collected at the start of the season. Exact amount will depend on expenditures for that season and will be determined at the start of the sport.

Items/Services to be purchased: Entry fees, metro league fees, transportation costs, team clothing, hotel costs, team equipment if needed, officials costs, windup activities.

Surplus/Deficit Handling Plan: 35.00/player will go into the uniform replacement account and the rest will remain with the team for future program costs.

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Project name: Sr. Volleyball Tourn

Person responsible: Gau, Ryan

Purpose and timelines: No funds are provided for tournaments from the stakeholders.

Revenue to collect: Entry fees from different schools are collected.

Items/Services to be purchased: Officials cost, game balls, coaches/officials room, PD opportunities

Surplus/Deficit Handling Plan: Any surplus will remain in the account for coaches PD.. May also be used to help offset expenditures for each team.

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Project name: Student Activity Fee

Person responsible: Tymko, Steven

Purpose and timelines: Students will be invoiced at the beginning of the year.

Revenue to collect: \$7.00/student.

Items/Services to: This fee is collected to support student activities, speakers and student projects.

be purchased:

Surplus/Deficit Handling Plan: Unused funds will remain in the account for future student activities and projects.

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Project name: Student Leadership Fee

Person responsible: Warchol, Ewelina

Purpose and timelines: Students will be invoiced at the beginning of the year.

Revenue to collect: \$18.00/student.

Items/Services to be purchased: This fee is collected to support leadership activities, speakers and student projects.

Surplus/Deficit Handling Plan: Unused funds will remain in the account for future student activities and projects.

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Project name: Team Sports - Fundraising

Person responsible: Gau, Ryan

Purpose and timelines: It will be stated in team sports packages that go out to athletes and students

Revenue to collect: Small leftover amounts from the different teams will be used. Any Fundraising will also be collected into this account and distributed to teams.

Items/Services to be purchased: Used for unforeseen circumstances with athletics. Eg) major equipment repair or replacement, offset provincial costs for students, travel expenses, support for athletes in need, intramural program support, thank-you gift for coaches, etc.

Surplus/Deficit Handling Plan: Surplus will be used to replace equipment that is run down or help offset costs for sports that have unexpected expenses.

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Project name: Track & Field

Person responsible: Lemmens, Barb

Purpose and timelines: Team Starts in May and continues until the start of June. Information package is given to athletes and parents at the start of the year. Parent meeting will also be held.

Revenue to collect: Athlete fees will be collected at the start of the season. Exact amount will depend on expenditures for that season and will be determined at the start of the sport.

Items/Services to be purchased: Entry fees, metro league fees, transportation costs, team clothing, team equipment if needed, windup activities.

Surplus/Deficit Handling Plan: Surplus will be split between the uniform replacement account and remaining in the account for future program costs.

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Project name: Uniform Replacement

Person responsible: Gau, Ryan

Purpose and timelines: This will be communicated on team handouts given to athletes and parents.

Revenue to collect: 35.00/player from each team sport will be used to replace old uniforms

Items/Services to be purchased: New Uniforms to replace old uniforms

Surplus/Deficit Handling Plan: Any surplus will be carried over to replace new uniforms for other sports in other years.

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Project name: Yearbook

Person responsible: Warchol, Ewelina

Purpose and timelines:	Purpose is to cover the cost of the yearbooks being ordered. It will be communicated through their school fees at registration.
Revenue to collect:	35.00 (gst included) optional yearbook fee.
Items/Services to be purchased:	Yearbooks for those ordered.
Surplus/Deficit Handling Plan:	Surplus to be carried forward to purchase new equipment.