

Project Plan Summary



Archbishop Jordan Catholic High School

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Principal: Mr. Joseph Dumont

Project name:	ADLC Material/RS On-line Fees
Person responsible:	McGhan, Karry
Purpose and timelines:	During the school year, as students need/want a distance learning course they can purchase the materials from ADLC. It is administered through the E Campus. This includes textbook rental and deposit fees as applicable. On-line Religion courses are available for ABJ students unable to fit a classroom Religion into their timetable. The course comes from Edmonton Catholic Revelation High and is administered through the E Campus.
Revenue to collect:	Course material costs and textbook rental fees to be paid to ADLC are collected from parents. On-line Religion Course cost is collected and used to pay for the course from Edmonton Catholic Revelation High are collected from parents.
Items/Services to be purchased:	Course material cost and textbook rental fee is collected and used to pay ADLC. On-line Religion Course fee paid to Edmonton Catholic Revelation High.
Surplus/Deficit Handling Plan:	Most of the surplus will be used to refund students returning textbooks where a deposit was paid to ADLC. This is done as a credit to their Acorn student account or a refund cheque. Sometimes it may take a student 1 to 2 years to complete a course and these funds must be kept until such time.

Project name:	Advanced Athletic Performance 10/20
Person responsible:	Jennings, Andrea
Purpose and timelines:	The purpose will be communicated via the course outline and correspondence sent home to parents about the course.
Revenue to collect:	School fees for the course of \$300.
Items/Services to be purchased:	Supplies, equipment, transportation costs, entry fees to various venues and guest instruction.
Surplus/Deficit Handling Plan:	Any small surplus or deficit will carry over into the next school year and be used towards replenishing exhausted supplies or equipment replacement. In the event of a large surplus, funds will be credited to student accounts as determined by the teacher and admin.

Project name:	Applied Fitness 10 (was Personal Fitness)
Person responsible:	Jennings, Andrea
Purpose and timelines:	Through course outlines and letters home to parents/guardians.
Revenue to collect:	Course fees
Items/Services to be purchased:	Field trips, fitness instructors/classes, fitness facility fees, course expendables (art supplies).
Surplus/Deficit	Any surplus will be spent on the purchase of equipment and supplies to enhance

Handling Plan: the Applied Fitness program. Any large surplus will be refunded as agreed upon by admin, course supplies, cover any unpaid fees. Notification by email, advice to students, account credits.

Project name: Art

Person responsible: Diniz, Alysia

Purpose and timelines: Students are made aware of the financial cost of art supplies for the materials that they use to create their projects.

Revenue to collect: Art students have a set cost that they must pay to take the art course: Art 9 - \$50, Art 10 - \$75, Art 20 (3 credit) - \$75, Art 20 (5 credit) - \$100, Art 30 - \$100, Art 31 - \$100.

Items/Services to be purchased: Art materials purchased to create art projects that will be taken home at the end of the semester.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of replacement materials, consumables, equipment, transportation, and replacement of any machines and provided tools.

Project name: Awards/Colour Night

Person responsible: Thomson, Heather

Purpose and timelines: Academic Awards and Colour Night Awards are done yearly and parents/students are notified by letter if they are to receive an award.

Revenue to collect: Revenue for certain scholarships has already been collected from donors or it will be collected prior to the evening awards are handed out. Donors are notified by email or mail.

Items/Services to be purchased: Cash award cheques are made out to top recipients. Award trophies, plaques and certificates, plus decorations and refreshments for award evenings. Rental of the church hall or other space as applicable.

Surplus/Deficit Handling Plan: Any surplus will be carried forward to support the next year's awards and colour night evenings.

Project name: Badminton

Person responsible: Lakeman, Greg

Purpose and timelines: Purpose will be communicated through letter, email and google calendar.

Revenue to collect: Revenue will be collected by stakeholders for T Shirt which player will keep, possible transportation, tournament fees, and refreshments.

Items/Services to be purchased: T Shirt which player will keep, possible transportation, tournament fees, EIPS fees, Metro and ASAA fees and refreshments.

Surplus/Deficit Handling Plan: Surplus or deficit funds will be communicated to stakeholders through initial letter and through email. Any surplus will be spent on the purchase of replacement equipment and supplies or refunded as needed.

Project name: Band Instrument Rental Fee

Person responsible: Moes, Nevada

Purpose and timelines: Parents are informed of fees at an orientation meeting prior to their child joining band for the first time or in a band orientation letter.

Revenue to collect: Students using a school instrument will be charged \$100 for an instrument rental fee.

Items/Services to be purchased: Instrument, instrument supplies, instrument maintenance costs, instrument/equipment purchases, miscellaneous program support.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of band equipment and supplies to enhance the band program.

Project name: Band User Fee

Person responsible: Moes, Nevada

Purpose and timelines: Parents are informed of fees at an orientation meeting prior to their child joining band for the first time or in a band orientation letter.

Revenue to collect: \$100 student fee per band student from Holy Spirit, OLPH, and ABJ schools. OLPH and HS will be invoiced by ABJ for the dollar amount times the students enrolled. Students who rent instruments from the school will be charged an additional \$100 per year.

Items/Services to be purchased: Sheet music, instructional method books, instrument supplies, instrument maintenance costs, instrument/equipment purchases, festival entries, folders, bussing, band camp expenses, band shirts and uniforms, Smart Music subscriptions, and miscellaneous program support.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of band equipment and supplies to enhance the band program.

Project name: Basketball-All Teams

Person responsible: Parker, Helena

Purpose and timelines: Letters sent home with basketball students detailing tournament costs, travel fees, referee fees, Metro and ASAA fees, EIPS fee for junior high teams as applicable, uniform user fee cost, any meal and accommodation fees if applicable, year end wrap up celebration fee, medical and supplies, team sports discretionary fund, clothing fee (optional) and provincial fees if applicable. Possible parent meetings.

Revenue to collect: Individual families will cover fees for their child. Optional clothing fees.

Items/Services to be purchased: Tournament fee costs, travel fees, referee fees, Metro and ASAA fees, EIPS fee for junior high teams as applicable, uniform user fee cost, any meal and accommodation fees if applicable, year end wrap up celebration fee, medical and supplies, clothing fee (optional) and provincial fees if applicable.

Surplus/Deficit Handling Plan: A large surplus may be refunded to parents based on discussions with the athletic director, the teacher coach/rep, admin and the Business Office. Small surplus amounts may help support the Team Sports Discretionary Fund or be carried forward to the next school year.

Project name: Broadcasting

Person responsible: Grondin, James

Purpose and timelines: Students are made aware of the financial cost that they must pay to take the Broadcasting course. Fees are paid by parents/guardians through school fees through the ABJ School Business Office.

Revenue to collect: School Fees \$40 for Gr.10, 11, 12

Items/Services to be purchased: Skills Alberta fees, make-up, equipment breakage-replacement parts, Adobe Create Cloud software and audio supplies.

Surplus/Deficit Handling Plan: The program usually is very close to break even, but any surplus will be spent on the purchase of broadcasting equipment and supplies to enhance the broadcasting program.

Project name: Cafeteria

Person responsible: Phelan, Kristie

Purpose and timelines: Food will be sold to students, staff and catering clients.

Revenue to collect: Moneys from cafeteria and catering sales.

Items/Services to be purchased: Food, paper, cleaning, miscellaneous small wares and appliances, and uniforms.

be purchased: It will also be used to replace and repair any equipment which the budget can afford.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of cafeteria equipment and supplies to enhance the culinary and foods programs. Any deficit will need to be covered by school funds and a plan to replace these deficit funds will need to be determined.

Project name: Certified Fitness

Person responsible: Jennings, Andrea

Purpose and timelines: At the beginning of the year school fees for this class are communicated to all students who register for this class. The collection of the course fee at school registration allows students to participate in a variety of engaging activities and programs outside of the school.

Revenue to collect: Fees charged to parents through the Archbishop Jordan High School business office.

Items/Services to be purchased: Field trips, transportation, certification exams, fitness equipment and additional personal fitness instructors to help enhance the students overall learning experience.

Surplus/Deficit Handling Plan: Program usually breaks close to even but any surplus will be spent on the purchase of equipment and supplies to enhance the certified fitness leadership program.

Project name: Cheer Team

Person responsible: Thomson, Heather

Purpose and timelines: During the school year, the Cheer group will be collecting money for uniforms and fundraising for other equipment and expenses. This will be communicated home to parents.

Revenue to collect: Fundraising projects, student monies for uniforms, cheer team fees.

Items/Services to be purchased: Uniforms, cheer equipment, bows, membership fees, coaching certification fees, insurance, mat rentals and ultimately the purchase of our own cheer mats.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of cheer equipment and supplies to enhance the program. There is a plan in place to fundraise for cheer mats for this year over the next 2-3 years as they are expensive.

Project name: Choir

Person responsible: Moes, Nevada

Purpose and timelines: School fees are charged to all Choir members in order to cover the costs of musicians, clinicians, transportation, festival fees, and costs associated with retreats and concerts. At the beginning of the year a parent meeting is held that outlines all fees.

Revenue to collect: Fees charged to parents through Archbishop Jordan High School Business Office.

Items/Services to be purchased: Costs of instrumentalists, accompanists, cost of clinicians, busing fees, festival fees, recording costs, Alberta Choral Federation membership, piano tuning, retreat and concert costs.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of choir equipment, music and supplies to enhance the program.

Project name: Commercial Foods 10-20-30

Person responsible: Phelan, Kristie

Purpose and timelines: Commercial Foods course outline provided letting parents and students know about the Commercial Foods fees.

Revenue to collect: A school fee to cover foods used for training will be collected.

Items/Services to be purchased: Food supplies will be purchased with the funds.

Surplus/Deficit Handling Plan: Any surplus will carry over and applied to commercial foods costs.

Project name: Community Group

Person responsible: Hurtubise, Jeremy & Tracey

Purpose and timelines: Students will fund raise throughout the year to raise money to run various events in the school and to donate the money they have raised to charities chosen within the group.

Revenue to collect: Bake sales, bottle collections, various events planned throughout the year to raise money. Donation envelopes collected from each class to raise money for various charities. This would be done once or twice during the school year.

Items/Services to be purchased: Supplies to run charity events throughout the year, baking materials for bake sale are purchased with money raised. All other money collected is either donated directly to charities or supplies such as books, games, toys etc, are purchased and donated as needed to the charities we are supporting. Summary document of spending to be filed with Business Manager and principal yearly.

Surplus/Deficit Handling Plan: All surplus will be donated to a charity at the end of the school year or carried over into the next school year for donation. Community Group will also be supporting S.A.D.D. when S.A.D.D. events occur (see account 1-950-350-169-24).

Project name: Cosmetology Clients

Person responsible: Nelson, Colleen

Purpose and timelines: Advertising on school web-site, posters, word of mouth.

Revenue to collect: Sales of cos merchandise, haircuts, colours, and all cos services sold to the public, students and staff.

Items/Services to be purchased: Replacement of cos merchandise, support for the cos student program.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of COS equipment such as mannequins and Skills mannequins and COS supplies to enhance the program

Project name: Cosmetology-Student

Person responsible: Nelson, Colleen

Purpose and timelines: Course outlines at the beginning of each semester. Letter home if attending any field trips.

Revenue to collect: School Fees charged to parents. Letter requesting bus money and entry fees for optional field trips.

Items/Services to be purchased: Supplies used such as mannequins, hair colour, make-up, etc. consumed. Bus fees, entry fees, Skills fees.

Surplus/Deficit Handling Plan: Any surplus will be spent on the replacement of worn out COS equipment and to replenish supplies as used up through out the year, to enhance the COS program.

Project name: Creative Textile Arts 9

Person responsible: Ryl, Christina

Purpose and timelines: The purpose of the course will be communicated to parents via a course outline and correspondence shared with students and parents.

Revenue to collect: The fee for the course is \$50.00.

Items/Services to be purchased: The items used for creating projects in the course will be purchased with these funds as well as replace any equipment that gets worn out in the course of a year.

Surplus/Deficit Handling Plan: In the event of a small surplus or deficit, it will be carried forward to the next school year. Any small surplus will be used to replenish extra supplies and worn out equipment, as needed. Any large surplus will be refunded to students upon the approval of admin.

Project name: Cross Country Team

Person responsible: Lakeman, Greg

Purpose and timelines: Information letter and email sent home to parents before season begins.

Revenue to collect: Membership fees to become a member of the cross country team. Individual clothing to be purchased as wanted by team members, paid for by parents.

Items/Services to be purchased: Funds are used for clothing, transportation, refreshments, race entry fees, Metro and ASAA dues and fees and season end team celebrations.

Surplus/Deficit Handling Plan: Any large surplus may be refunded to student accounts as determined by the athletic director, the teach rep/coach and the Business Office. Small surpluses may be spent on the purchase of equipment and supplies to enhance the Cross Country program.

Project name: Curling

Person responsible: Perozak, Stephan

Purpose and timelines: Fees are required to be charged to members of the curling teams in order to cover the costs of ice rental for Metro league play and zone play downs, and team apparel. At the beginning of the season, information indicating the breakdown of the fees charged will be sent to parents/guardians.

Revenue to collect: Fees charged to parents.

Items/Services to be purchased: Metro league fees. Team apparel. I Pad to track team stats and progress. Transportation as necessary.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of equipment and supplies to enhance the program, such as sliders, grippers etc. Parents will be informed of this intent in the newsletter sent at the beginning of the season.

Project name: Dance Course

Person responsible: Reid, Victoria

Purpose and timelines: Fees are required to be charged to students of the dance program to provide resources and opportunities for the students during their course.

Revenue to collect: Fees charged to parents and dance showcase ticket sales.

Items/Services to be purchased: The funds collected would be used to provide resources, such as a dance journal and opportunities for the students such as outside guest choreographers and artists to enhance the students' knowledge of dance. Funds will also be used to purchase costume pieces and props for the dance showcase in December (Sem 1) and in May (Sem 2).

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of equipment and supplies to enhance the dance program or carried forward to the following year's dance budget to help build the programs showcase presentations.

Project name: Digital Photography

Person responsible: Chan, John, Tiano, Michelle, Nobert, Frank

Purpose and timelines: Course outline at beginning of each semester will detail the course fee and its purpose for the program.

Revenue to collect:	School fees per PowerSchool.
Items/Services to be purchased:	Memory sticks, busing, replacement of broken cameras and parts for cameras.
Surplus/Deficit Handling Plan:	Any large surplus will be refunded after consultation with admin and the Business Manager or spent on the purchase of equipment and supplies to further enhance the digital photography program.
Project name:	Discretionary/General
Person responsible:	Prud'homme, Wendy
Purpose and timelines:	Communication depends on the sub-project happening. If for fundraising for Terry Fox, by letter, blog, web-page etc. Funds are not typically requested from parents.
Revenue to collect:	Pop machine and candy machine revenue. Miscellaneous fundraising such as Terry Fox. Group Echo payments. NSF and stale dated cheque payments.
Items/Services to be purchased:	Donation to the Terry Fox Foundation. Miscellaneous items not covered by any other project. Group Echo service fees, NSF cheques, bank service fees, bus passes ABJ has to cover, Linking Generations support, registration fees not covered by other projects.
Surplus/Deficit Handling Plan:	Any surplus will be spent to enhance school programs that may be in a deficit position or carried forward to the next.
Project name:	Drama - General
Person responsible:	Maloney, Dustin
Purpose and timelines:	Citadel Club - There is a form letter that outlines the fees for the club that will be sent out upon the start of the school year. In this letter the dates and times of all shows as well as the fee breakdown will be provided. Cappies Gala - a form letter goes out to parents for this field trip to the Cappies Gala in June, celebrating the nominees in outstanding theatre.
Revenue to collect:	Citadel Club - There is a one-time fee charged to the students that will cover all costs incurred to be a part of the Citadel Club such as ticket cost and transportation. Cappies Gala-fees for entrance into the Citadel and bussing costs to be collected from the students.
Items/Services to be purchased:	Season ticket subscription, bus transportation, chaperone cost, Gala tickets and other miscellaneous costs incurred as a result of the activities for Drama General.
Surplus/Deficit Handling Plan:	Any surplus will be carried forward to enhance the overall Drama and Fine Arts programs.
Project name:	Drama - Play
Person responsible:	Maloney, Dustin
Purpose and timelines:	The purpose of the project will be provided to individuals on a case by case basis when requested. Posters, email, school blog, newspaper articles and web-sites will all advertise each semester's play to students, staff, parents and the general public. Letter sent home to parents.
Revenue to collect:	Ticket sales revenue will be collected on a per ticket basis as well as student fees.
Items/Services to be purchased:	Materials for facility rentals (eg. Festival Place), sets, lighting, sound consulting fees, costumes, props, make-up, publicity, play rights, special effects, etc for drama productions during the school year.
Surplus/Deficit Handling Plan:	Any surplus will be spent on the purchase of equipment and supplies to further enhance upcoming drama productions, both this year and in the future.

Project name: English Language Arts Department
 Person responsible: Coles, Meghan
 Purpose and timelines: On a case by case basis teachers will communicate with parents by letter to inform them of any field trips, plays, AP Exams, Young Authors Conference, presentations etc. which may necessitate a request for funds.
 Revenue to collect: Students will be charged on an as-needed basis to meet the budget.
 Items/Services to be purchased: There are no fees specifically associated with English courses. However, teachers may occasionally bring in speakers or book presentations, bring students to view plays or other events. Support for the Young Author's Conference, usually cover 1/2 the cost.
 Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of books and supplies to enhance the English program.

Project name: Environmental & Sci-Fi Fantasy Clubs
 Person responsible: Pilipchuk, Amanda
 Purpose and timelines: (All money collected will be for Environmental Club... no money is required for Sci-fi/Fantasy Club). We hold a meeting during the first weeks of second semester and explain to the students that we will be raising money in order to adopt animals and donate to wildlife charities. This teaches students about environmental conservation.
 Revenue to collect: Donations on behalf of the entire student body.
 Items/Services to be purchased: Items for contests and fundraisers, support of WWF.
 Surplus/Deficit Handling Plan: All surplus will be donated to the World Wildlife Fund and other conservation not-for-profits. No expected deficits.

Project name: Environmental Stewardship 15
 Person responsible: Pilipchuk, Amanda
 Purpose and timelines: The purpose of this course will be communicated to parents via the course outline and other correspondence with parents and students.
 Revenue to collect: A school fee of \$50 has been assigned to this course.
 Items/Services to be purchased: Materials for the course, for labs and for related field trips.
 Surplus/Deficit Handling Plan: Any small surplus or deficit will carry forward to the next school year to top up and replenish supplies and to replace lab equipment that is no longer viable for use. Any large surplus will be refunded to students upon approval by admin.

Project name: F.A.B.J.-Friends of ABJ
 Person responsible: Prud'homme, Wendy
 Purpose and timelines: Funds were raised at the 40th ABJ Anniversary Gala held in 2009 to support ABJ, to provide a scholarship for an ABJ student and to help out with our Faith icons around the school, such as the stained glass in the Chapel.
 Revenue to collect: As per the purpose, funds were primarily raised by a silent auction at the 40th Anniversary Gala.
 Items/Services to be purchased: Support for a student Scholarship, Chapel icons and other faith materials.
 Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of supplies to for FABJ as agreed upon by the FABJ committee and carried forward to the next function, such as the 50th Anniversary.

Project name: Fabrication Studies/IA-All

Person responsible: Grondin, James

Purpose and timelines: Course outlines each semester.

Revenue to collect: School fees found on PowerSchool.

Items/Services to be purchased: Shop materials and supplies, equipment repairs and replacement due to use and breakage over time.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of equipment and supplies to enhance the Fabrication Studies and Industrial Arts programs.

Project name: Fashion Studies 9

Person responsible: Ryl, Christina

Purpose and timelines: Students are made aware of the financial cost that they must pay to take the Fashion's course. These projects in Fashions will be taken home when completed.

Revenue to collect: Fees are collected through the Business Office at ABJ.

Items/Services to be purchased: Fabric, notions and patterns to complete sewing projects. Upkeep and minor repairs to sewing machines on an as needed basis.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of equipment and supplies to enhance the Fashion Studies 9 program.

Project name: Fashion Studies-High School

Person responsible: Ryl, Christina

Purpose and timelines: Students are made aware of the financial cost that they must pay to take the Fashion's course. These projects in Fashions will be taken home when completed.

Revenue to collect: Fees are collected through the Business Office at ABJ.

Items/Services to be purchased: Cost of materials, notions, and cost of up-keeping and upgrading equipment.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of equipment and supplies to enhance the Fashion Studies High School program.

Project name: Fitness Theory 10

Person responsible: Jennings, Andrea

Purpose and timelines: Through course outlines and letters home to parents/guardians.

Revenue to collect: Course fees

Items/Services to be purchased: Field trips, Fitness instructors/classes, Fitness facility fees

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of equipment and supplies to enhance the Fitness Theory program Any large surplus will be refunded as agreed upon by admin, course supplies, cover any unpaid fees. Notification by email, advice to students, account credits.

Project name: Flag Football-Girls

Person responsible: Ciezki, Laurie

Purpose and timelines: Introduction to football. Starting with Jamboree style league from September to November 2018.

Revenue to collect: \$35 per player to be collected from parents.

Items/Services to be purchased: \$150 for the officials, mileage for the Scots Bus, wrap up party

Surplus/Deficit Any surplus will remain in the flag football account to help with future

Handling Plan: equipment purchases, such as the flags, the footballs, etc. This year's start up equipment is being supplied at no charge.

Project name: Food Studies 9

Person responsible: Ryl, Christina & Gabinet, Justin

Purpose and timeliness: Students are made aware of the financial cost that they must pay to take the Food's course. These projects in Foods will be taken home or consumed in class when completed. School fees are collected by ABJ School Business Office from Parents / Guardians.

Revenue to collect: Fees are collected through Business Office at ABJ.

Items/Services to be purchased: Food costs for recipes.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of equipment and supplies to enhance the Food Studies 9 program.

Project name: Food Studies-High School

Person responsible: Ryl, Christina & Gabinet, Justin

Purpose and timeliness: Students are made aware of the financial cost that they must pay to take the Food's courses. These projects in Foods will be taken home or consumed in class when completed. Parents/Guardians are responsible for fees through ABJ Business Office.

Revenue to collect: Parents and Guardians are responsible to pay with their school fees.

Items/Services to be purchased: Food and supplies to complete recipes.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of equipment and supplies to enhance the Food Studies High School program.

Project name: Football

Person responsible: Lakeman, Greg

Purpose and timeliness: Letter home to parents.

Revenue to collect: Fee as set out in parent meeting determined by yearly budget.

Items/Services to be purchased: Metro and AASA fees, busing, radio license, video, coach supplies, Hudl online video editing program etc.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of equipment and supplies to enhance the Football program.

Project name: French Field Trips

Person responsible: Cote, Melanie

Purpose and timeliness: Letter home to parents.

Revenue to collect: Field trip and entry fees.

Items/Services to be purchased: Payment for busing, and entry fees.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of equipment and supplies to enhance the French programs.

Project name: French Grad

Person responsible: Rocque, Joanne

Purpose and timeliness: Celebration of the immersion students obtaining a French immersion certificate for completing 12 years in the program. We communicate through students by sending a letter home.

Revenue to collect: We charge money to cover the cost of the meal per person, decorations, photos, certificates and other miscellaneous expenses.

Items/Services to be purchased: Funds cover food cost and decorations as well as meal tickets for the staff and special guests attending, photos, certificates and miscellaneous expenses.

Surplus/Deficit Handling Plan: Any surplus will cover shortages from prior years, carry forward if a surplus or spent on the purchase of supplies to enhance the French Grad.

Project name: Gaming Club (Video)

Person responsible: Joly, Mike

Purpose and timelines: We hold a meeting during the first weeks of school and explain to the students the necessity of collecting money in order to buy new technology. This keeps the interest of students when new games and systems come out in the market.

Revenue to collect: A fee of 20 dollars is collected.

Items/Services to be purchased: We buy games, new systems, and any other hardware/software needed.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of equipment to enhance the Gaming Club's gaming inventory.

Project name: Golf

Person responsible: MacInnis, Devon

Purpose and timelines: Letter home to parents.

Revenue to collect: Golf season fee. Optional clothing.

Items/Services to be purchased: Busing, entry fee to golf courses, year end party, optional clothing.

Surplus/Deficit Handling Plan: Any surplus will be spent to cover any deficits from prior years or on the purchase of equipment and supplies to enhance the program.

Project name: Grad

Person responsible: Hallonquist, Marge

Purpose and timelines: Grad newsletter, web-site information, published in School newsletter, announcements, bulletin board information.

Revenue to collect: Grad Fee \$110, grad wear order forms, grad banquet and ceremony ticket sales.

Items/Services to be purchased: Copy of composite poster, sitting fee of \$30.00 which is deducted from the grad's photo order from ICON, rental of grad gown/ stole at the Ceremonies, purchase of grad cap/tassel, diploma cover/insert, 2 ceremony tickets for Mom/Dad, 1 official ceremony photo, grad mug, carnation at the grad Mass. Grad wear ordered. Grad banquet and ceremony costs.

Surplus/Deficit Handling Plan: Any surplus will be carried forward to the next year. There will be an amount set aside to cover any change in venue costs and to support the grad scholarship fund as needed. As well, it will be spent on the purchase of supplies to enhance the yearly Grad event or support a school legacy project.

Project name: Handball-Jr.and Sr.High

Person responsible: Parker, Helena

Purpose and timelines: Letter home to parents.

Revenue to collect: Season fee, optional clothing if applicable.

Items/Services to be purchased: Metro, AASA fees, busing and transportation, clothing if applicable, uniform rental fee.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of supplies to enhance the handball

Handling Plan: program.

Project name: Improv Club

Person responsible: Reid, Victoria & Smith, Katy

Purpose and timeliness: Communication by letter will be sent home outlining the request for funds to support the Improv Club outings as needed. The school will also assist the club in areas the students are not required to pay for.

Revenue to collect: Students will be charged on an as-needed basis or possible fundraising activities to meet the budget.

Items/Services to be purchased: Entrance fees in the NAIL competition, Nosebowl tournament and improv training, possible transportation as needed. Other tournaments that may come up during the year.

Surplus/Deficit Handling Plan: Any surplus will be carried forward or spent on the purchase of supplies to enhance the Improv Club.

Project name: Interior Design 9

Person responsible: Ryl, Christina

Purpose and timeliness: Course outlines provided by the teacher, invoices and fees posted to PowerSchool.

Revenue to collect: Fees for course supplies and materials.

Items/Services to be purchased: Supplies for the interior design course to aid the student with hands on experience.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of course equipment and supplies to enhance the interior design program.

Project name: Library

Person responsible: McCullough, Joulien

Purpose and timeliness: Alberta Foundation for the Arts Travelling Exhibition Program (one to two exhibits per year, at \$75.00 per show). Advertised at school.

Revenue to collect: Charges for lost or damaged items from the library are collected.

Items/Services to be purchased: Additional library supplies, decoration supplies, and the art exhibit costs and replacement books.

Surplus/Deficit Handling Plan: Any surplus will be carried forward or spent on the purchase of equipment and supplies to enhance the Library.

Project name: Lifeguarding 9

Person responsible: Miko, Stacey

Purpose and timeliness: The purpose will be communicated via the course outline provided to students.

Revenue to collect: Revenue will be a course fee of \$275.00.

Items/Services to be purchased: Services will be purchased from Strathcona County, via Emerald Hills Pool, next door to ABJ. We must pay them for pool time and fees, for lifeguard instructors and instruction and certification fees for students to become a lifeguard.

Surplus/Deficit Handling Plan: If there is a large surplus, fees will be refunded back to each student. The cost was arrived at using the Strathcona County fees they will charge ABJ, so it should be fairly close to break even.

Project name: Math

Person responsible: Hallonquist, Marge

Purpose and timeliness: Students in grades 11 & 12, who do not have the funds to buy their own graphing calculator, may rent one from the school each semester.

Revenue to collect:	Student will pay \$30 cash for rental fee and \$120 refundable deposit cheque each semester.
Items/Services to be purchased:	The monies will be used to purchase batteries and extra calculators as they wear out or to buy resources that are extra to the regular Math program.
Surplus/Deficit Handling Plan:	Any surplus will be spent on the purchase of equipment and supplies to enhance the Math program.

Project name:	Mini-Busses
Person responsible:	Parker, Helena, Thomson, Heather, Prud'homme, Wendy
Purpose and timelines:	Transportation for various teams and field trips requests are sent home in letters to parents.
Revenue to collect:	If a team uses a bus to go to a tournament or a class uses a bus to go on a field trip, they are billed \$1.00/kilometre to use the bus.
Items/Services to be purchased:	Bus insurance, inspections, tires, seats replacements, repairs and maintenance, and of course gas. Any surplus will go towards a future replacement bus.
Surplus/Deficit Handling Plan:	Any surplus will be spent on the future purchase replacement of a new mini bus.

Project name:	Musical Theatre
Person responsible:	Reid, Victoria
Purpose and timelines:	Letters home to parents, advertising through out the school, blog, website etc.
Revenue to collect:	Ticket sales for musical theatre shows and student course fees.
Items/Services to be purchased:	Musical theatre play rights, props, lighting, sound, costumes, sets, supplies, theatre expenses, musicians etc.
Surplus/Deficit Handling Plan:	Any surplus will be spent on the purchase of equipment and supplies to enhance the Musical Theatre program and for future musical productions.

Project name:	Outdoor Education
Person responsible:	Hurtubise, Jeremy, Jenning, Andrea...
Purpose and timelines:	These courses run each semester. To have students fully engage with the curriculum, we have organized a variety of projects and activities both inside and outside of the school. We also have a new outdoor classroom that will be used and maintained by all the outdoor classes as well. The collection of fees allows us to facilitate the performance based nature of the course and enrich the students' learning by active participation in a variety of hands on activities and field trips.
Revenue to collect:	Course fees charged to student accounts as well as optional trip fees. Fees will be collected in order to cover the cost of our many field trips and outings, transportation to and from these field trips, purchase and upkeep of all outdoor living camping supplies and equipment, purchase and upkeep of technology used in the classroom (Chromebooks and cameras used exclusively by Outdoor Living students), project supplies for our numerous in-class projects, and maintenance and plant material to keep the outdoor classroom operational.
Items/Services to be purchased:	
Surplus/Deficit Handling Plan:	Any surplus will be spent on the purchase of equipment and supplies to enhance the Outdoor Ed program and the the Outdoor Ed classroom when needed.

Project name:	Outdoor Education-Outside Classroom
Person responsible:	Jennings, Andrea
Purpose and timelines:	Letters, requests for grant funds, grant has been received. This is to set up a separate account for the outdoor classroom.

Revenue to collect: Grant funds and matching funds from ABJ's outdoor ed account, for building and ultimate upkeep of the outdoor classroom each year.

Items/Services to be purchased: Trees, plants, concrete bricks, benches, rocks, flagstone, landscape design services, bird feeders, fountain and parts, mulch, delivery and clean up of materials, landscape decor, etc.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of equipment and supplies to enhance the Outdoor Ed Classroom.

Project name: Physical Education

Person responsible: Parker, Helena

Purpose and timelines: The Physical Education courses run each semester. The collection of the course fee at school registration allows students to participate in a variety of engaging activities/programs both inside and outside of the school.

Revenue to collect: Course fees.

Items/Services to be purchased: Fees will be collected to cover the cost of programs and activities, the cost of transportation and PE supplies .

Surplus/Deficit Handling Plan: Intention is to spend all money, but if there are monies left it will be used to purchase equipment or supplies to enhance these programs. If there is a deficit, then look at reducing the number of activities/programs or increase course fees. As well any surplus will be spent on the purchase of equipment and supplies to enhance the PE program.

Project name: Recreation Leadership

Person responsible: Parker, Helena

Purpose and timelines: The Recreation Leadership courses are each semester. The collection of the course fee at school registration allows students to participate in a variety of engaging activities/programs inside and outside of the school.

Revenue to collect: Course fees.

Items/Services to be purchased: Fees will be collected to cover the cost of programs, activities such as yoga, cross conditioning, Millenium Place, spin class, group fitness training and the cost of transportation to the activities.

Surplus/Deficit Handling Plan: Any large surplus will be refunded and any small surplus spent on the purchase of equipment and supplies to enhance the Recreation Leadership program.

Project name: Religion

Person responsible: Murphy, Tricia

Purpose and timelines: Students have a Catholic Formation Project within their Religion class that this retreat fulfills. The retreat is advertised over the intercom and through their classes. Letter also sent home to parents.

Revenue to collect: Fee is set for each grade level and collected from parent/guardian for retreats. Various busing fees per letters sent home to parents for other activities. Fundraising for various causes such as Valeda House.

Items/Services to be purchased: Birch Bay Ranch paid rental and activity fees, transportation, supplies and snacks. Any other trip fees as plans get changed or modified each year, speaker fees, busing to venues students volunteer at, busing to mass etc. Expenses and donations to support causes such as Valeda House.

Surplus/Deficit Handling Plan: Any surplus will be spent to enhance the Religion program, purchase supplies or donated to support school causes.

Project name: Religion-Bottle Collection

Person responsible: Murphy, Tricia

Purpose and timelines: Students from the religion classes collect bottles every week. This falls under

timelines: service outcomes. The purpose is so that the students can help raise funds for sponsoring a child through Chalice as well as clean water initiatives through Plan Canada. A portion of the funds will be donated to local initiatives through the Community Group.

Revenue to collect: The money made from the bottles.

Items/Services to be purchased: The money will be used to buy supplies and aid in the sponsorship of a child as well as other worthy causes. A yearly summary of spending will be filed with Business Manager and principal.

Surplus/Deficit Handling Plan: Any surplus will be carried forward for future donations and/or donated to the R.E.A.L. foundation based on yearly school needs.

Project name: Robotics

Person responsible: Crosbie, Scott

Purpose and timelines: Besides being charged through school fees (\$75-\$175 depending on the level), any additional fund requests will be done by a letter home to parents describing the purpose of the request for more funds.

Revenue to collect: School Fees charged on PowerSchool to parents. Fees for optional clothing, bussing and event fees.

Items/Services to be purchased: Robotics parts and accessories used to build robots. Field Trip, bussing and event entry fees.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of equipment and supplies to enhance and expand the Robotics program.

Project name: Rugby

Person responsible: Parker, Helena

Purpose and timelines: Fees are required to be charged to members of the rugby teams in order to cover the costs of referees, uniforms, equipment, clothing and tournament 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: Fees charged to parents

Items/Services to be purchased: Costs of referees, uniforms, equipment and tournament fees, Metro and ASAA Fees and membership and year end party for players.

Surplus/Deficit Handling Plan: Any large surplus will be refunded or spent on the purchase of equipment and supplies to enhance the rugby program.

Project name: School Council-Parent

Person responsible: Dumont, Joseph

Purpose and timelines: Funds are not paid by School Council, but transferred from ABJ's general accounts as needed.

Revenue to collect: Internal transfer of money.

Items/Services to be purchased: Refreshments for school council meetings, guest speaker fees, teacher appreciation, parent council requests and support for the grad prayer bags.

Surplus/Deficit Handling Plan: Any surplus will be carried forward until spent, and replenished as needed.

Project name: Science

Person responsible: Bilyk, Mathew

Purpose and timelines: Field trips permission letters.

Revenue to collect: Field trip funds collected from parents.

Items/Services to be purchased: Field trip entry fees, bussing fees, support for the Young Scientist Conference,

be purchased:	miscellaneous fees as applicable.
Surplus/Deficit Handling Plan:	Any surplus will be spent on the purchase of equipment and supplies to enhance the sciences program.
Project name:	Scots Merchandise
Person responsible:	Lakeman, Prud'homme
Purpose and timelines:	Letters home to parents, posters, web-site and blog advertising.
Revenue to collect:	Order forms detail the sales prices of the merchandise.
Items/Services to be purchased:	Scots merchandise that is ordered by students and staff.
Surplus/Deficit Handling Plan:	If in a deficit, then there is some inventory on hand. If in a surplus, then we have zero inventory and the money can remain in the account to support future purchases, but a surplus is not likely to happen.
Project name:	Skills Canada
Person responsible:	Kristie Phelan
Purpose and timelines:	Skills Canada is a cooking competition open to all foods students interested in competitive cooking, the training would require some extra curricular activity and dedication, there is also a component for grade 9 foods which requires minimum participation. Commercial Foods course outline provided letting parents and students know about the fees.
Revenue to collect:	A school fee to cover foods used for training will be collected.
Items/Services to be purchased:	Food supplies will be purchased with the funds. Skills Canada Entry fee.
Surplus/Deficit Handling Plan:	Any surplus will carry over to the next culinary art competition and applied to food commercial food costs.
Project name:	Soccer-All Teams
Person responsible:	Parker, Helena
Purpose and timelines:	The purpose of the project will be communicated verbally and in writing at a meeting with the players and parents prior to the commencement of the season.
Revenue to collect:	Season fee. No fundraising.
Items/Services to be purchased:	League fees, tournament fees, official fees, transportation costs, apparel costs(opt), uniform wear and tear fee, wrap up celebration costs.
Surplus/Deficit Handling Plan:	Any large surplus will be refunded and any small surplus will be spent on the purchase of equipment and supplies to enhance the soccer program.
Project name:	Social Studies
Person responsible:	Crosbie, Scott
Purpose and timelines:	Letters home to parents.
Revenue to collect:	Fees for busing and venue entry fees.
Items/Services to be purchased:	Payment of fees for busing and venue entry fees.
Surplus/Deficit Handling Plan:	Shouldn't be much of a surplus but any small surplus will be spent on the purchase of supplies to enhance the Social Studies program.
Project name:	Sports Performance
Person responsible:	Parker, Helena
Purpose and	The Sports Performance courses are each semester. The collection of the course

timelines: fee at school registration allows students to participate in a variety of engaging activities/programs both inside and outside of the school.

Revenue to collect: Course fees

Items/Services to be purchased: Fees will be collected to cover the cost of programs and activities, such as yoga, rock climbing, cycling, spinning, muscle therapy and fitness training and the cost of transportation for these activities.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of equipment and supplies to enhance the Sports Performance program.

Project name: Student Council

Person responsible: Russnak, Jaimee & Story, Taryn

Purpose and timelines: Ongoing, school environment, food, information and events. Student Council and Leadership spreads school spirit and promoting student initiatives and school culture..

Revenue to collect: Students, Parents, Previous Student Council Budget, Donations etc.

Items/Services to be purchased: Speakers (Phil Boyte is an example), decorations, foods, treats, supplies for events, event materials etc. Plaques, items for community involvement etc.

Surplus/Deficit Handling Plan: Any surplus will be carried forward for the purchase of equipment and supplies to enhance Student Council activities and initiatives or approved school legacy projects.

Project name: Swim Team

Person responsible: Parker, Helena

Purpose and timelines: A letter is sent home to parents outlining the swim team schedule, events and meets, costs for fees, clothing items, pool rentals, Metro/ASAA fees, transportation costs etc.

Revenue to collect: Team fees and clothing fees collected from parents of participating students.

Items/Services to be purchased: Pool rental costs for practice, t-shirt and cap costs, Metro/ASAA fees, transportation, individual and team mini-meet costs.

Surplus/Deficit Handling Plan: Any large surplus will be refunded and any small surplus spent on the purchase of supplies to enhance the Swim program.

Project name: Textbooks

Person responsible: Prud'homme, Wendy

Purpose and timelines: Invoices are sent out to parents for lost textbooks.

Revenue to collect: If a textbook cannot be located, is destroyed or damaged so it cannot be used again, a replacement fee is charged to the student's school fee account.

Items/Services to be purchased: New textbooks and resources.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of new textbooks for the school.

Project name: Track & Field

Person responsible: Hurtubise, Tracey & Jeremy

Purpose and timelines: A letter and permission form are sent home in April with students on the Track team making parents aware of the cost and what their money is going to be used for.

Revenue to collect: Individual student fees are collected for each member on the Track and Field team. Optional clothing.

Items/Services to be purchased: Money is used to pay for entry into each track meet, transportation to and from

be purchased:	each meet and the cost of a track singlet which students wear during their competitions. Metro and AASA fees. Optional clothing.
Surplus/Deficit Handling Plan:	If there is a surplus, the money will be used to purchase track and field equipment and/or subsidize the cost of students traveling to Provincials.
Project name:	Ukrainian 9, 10, 20
Person responsible:	Boychuk, Volodymyr
Purpose and timelines:	A letter will be sent home explaining the purpose of a field trip or activities.
Revenue to collect:	If the cost of a Ukrainian activity or a field trip is NOT covered by the Bilingual Ukrainian Catholic Parents Society (BUCPS), then parents will be asked to pay for these expenses.
Items/Services to be purchased:	Any items or services that will be necessary for this Ukrainian activity or a field trip.
Surplus/Deficit Handling Plan:	Any surplus will be spent on the purchase of supplies to enhance the Ukrainian program.
Project name:	Uniform Replacement
Person responsible:	Parker, Helena
Purpose and timelines:	Parent meetings, letters home to parents when teams are set up.
Revenue to collect:	A small usage fee is charged to each student on a team with team uniforms.
Items/Services to be purchased:	Replacement uniforms when old uniforms are no longer usable.
Surplus/Deficit Handling Plan:	Any surplus carried forward will be spent on the purchase of new team uniforms on a rotating basis.
Project name:	Volleyball
Person responsible:	MacInnis, Devon
Purpose and timelines:	The purpose of the project will be communicated verbally and in writing at a meeting with the players and parents prior to the commencement of the season.
Revenue to collect:	Season fee. No fundraising. Optional clothing.
Items/Services to be purchased:	League fees-Metro, AASA and EIPS, tournaments, officials, transportation costs, apparel (opt). team bonding/year end events.
Surplus/Deficit Handling Plan:	Any large surplus will be refunded and any small surplus will be spent on the purchase of equipment and supplies to enhance the Volleyball program.
Project name:	Yearbook
Person responsible:	Lueke, Nicole
Purpose and timelines:	Meeting with Principal and Business Manager to review and approve yearly contract. Fee appears on student fee statement as an optional fee.
Revenue to collect:	If students/parents wish to purchase a yearbook they do so as part of their school fees at the beginning of the year. Books can also be purchased by students when the books arrive.
Items/Services to be purchased:	One yearly yearbook as per the number ordered by students.
Surplus/Deficit Handling Plan:	Surplus will be used to purchase yearbook equipment and/or fund upgrades to future yearbooks if desired. Any surplus will be spent on the purchase of equipment and supplies to enhance the Yearbook program.