

Project Plan Summary



Archbishop Jordan Catholic High School

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Sherwood Park, AB

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Principal: Mrs. Ruth Tymko

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. It will also be on the ABJ website.

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: Animal Sciences 9

Person responsible: Pilipchuk, Amanda

Purpose and timelines: Students and parents will be notified about the project fee in the course outline given out the first day of class and they can also view the course fee on the ABJ website.

Revenue to collect: The course fee is \$30, collected via payment on the Parent Portal, in person or during registration.

Items/Services to be purchased: The course fee will cover bussing to and from sites for field trips planned during the course, as well as any entry fees to these sites. It will also pay for guest instruction.

Surplus/Deficit Handling Plan: A small surplus will be used to cover any needed supplies for the course. However, the fee is charged as a cost recovery. If there is a large surplus, of approximately \$15/student or more, this amount will be credited back to the student accounts.

Project name: Art

Person responsible: Tiano, Michelle

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: Athletic(Sports) Performance

Person responsible: Miko, Stacey

Purpose and timelines: The Sports Performance courses are 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, 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: Awards/Colour Night

Person responsible: Admin

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 new band equipment, repairs to 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

timelines:	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 new replacement 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:	Certified Fitness Leadership
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:	Coull, Kennedy
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, bussing fees, tournament entry fees, mat rentals and replacement of worn out cheer mats.
Surplus/Deficit Handling Plan:	A surplus of fundraising money may be spent on the purchase of cheer equipment and supplies to enhance the program, or if the surplus is over \$20 per cheer team member, refunded to their PS accounts.
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:	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 transferred over to COS or 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, scissors, mirrors, hair products, salon products, etc.that are consumed in the instruction of the course.

Surplus/Deficit Handling Plan:	As well, expenses made like bus fees, entry fees and Skills fees. A surplus will be spent on the replacement of worn out COS equipment and to replenish consumable supplies as used up by students throughout the year. If there is a large surplus due to reduced instruction time, or unforeseen changes, then fees will be prorated and refunded once all the revenue and expenses are accounted for each semester.
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 on the participating student account.
Items/Services to be purchased:	Metro & AASA league fees as well as tournament fees and Team apparel. I Pad to track team stats and progress. Transportation as necessary.
Surplus/Deficit Handling Plan:	A small 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. If there is a large surplus due to tournament cancellations, or fewer rentals as an example, refunds will be made once the season is complete and all revenue and expenses are accounted for.
Project name:	Dance Course
Person responsible:	Reid, Victoria
Purpose and	Fees are required to be charged to students of the dance program to provide

timelines:	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
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, website etc. Funds are not typically requested from parents, but if we charge for a small item like a mask, then communication would also be by the weekly SWAG, blog or on the website.
Revenue to collect:	Pop machine and snack machine revenue. Miscellaneous fundraising such as Terry Fox. Group Echo payments. NSF and stale dated cheque payments. Fee for extra masks given to students who constantly forget to bring one to school. Other miscellaneous revenue not covered in another project.
Items/Services to be purchased:	Donation to the Terry Fox Foundation. Miscellaneous items and supplies 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, with the same purpose.

Project name:	Drama - General
Person responsible:	Reid, Victoria
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:	Reid, Victoria
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:	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.
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Project name:	Fashion Studies 9
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Person responsible:	Ryl, Christina
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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.
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Revenue to collect:	Fees are collected through the Business Office at ABJ.
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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.
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Surplus/Deficit Handling Plan:	Any surplus will be spent on the purchase of equipment and supplies to enhance the Fashion Studies 9 program.
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Project name:	Fashion Studies-High School
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Person responsible:	Ryl, Christina
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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.
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Revenue to collect:	Fees are collected through the Business Office at ABJ.
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Items/Services to be purchased:	Cost of materials, notions, and cost of up-keeping and upgrading equipment.
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Surplus/Deficit Handling Plan:	Any surplus will be spent on the purchase of equipment and supplies to enhance the Fashion Studies High School program.
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Project name:	Fitness Theory 10
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Person responsible:	Jennings, Andrea
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Purpose and timelines:	Through course outlines and letters home to parents/guardians.
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Revenue to collect:	Course fees
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Items/Services to be purchased:	Field trips, Fitness instructors/classes, Fitness facility fees
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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.
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Project name:	Flag Football-Girls
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Person responsible:	Ciezki, Laurie
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Purpose and timelines:	Introduction to football. Starting with Jamboree style league from September to November 2018.
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Revenue to collect:	\$35 per player to be collected from parents.
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Items/Services to be purchased:	\$150 for the officials, mileage for the Scots Bus, wrap up party
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Surplus/Deficit Handling Plan:	Any surplus will remain in the flag football account to help with future equipment purchases, such as the flags, the footballs, etc. This year's start up equipment is being supplied at no charge.
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Project name:	Food Studies 9
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Person responsible:	Gabinet, Justin & Ryl, Christina
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Purpose and timelines:	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
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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: Cabinet, Justin, Coull, Kennedy & Ryl, Christina

Purpose and timelines: 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 timelines: 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 timelines: 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: Refunds will be made if the field trip is cancelled.

Project name: French Grad

Person responsible: St.Jean, Marc

Purpose and timelines: 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. If grad is

cancelled or parts of it cancelled, refunds will be made for the cancelled portions.

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:	Millious, Janelle & Tyrkalo, Shelley
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 yearly grad scholarship fund. As well, it will be spent on the purchase of supplies to enhance the yearly Grad event or support a school legacy project. If there are any cancellations, refunds will be made as appropriate to what was cancelled.
Project name:	Guitar 15
Person responsible:	Moes, Nevada
Purpose and timelines:	The purpose and cost of the project will be communicated to parents and students via the course outline and via the ABJ website.
Revenue to collect:	The fee for the course is \$50, collected via school fees on Rycor, or paid in person or at registration.
Items/Services to be purchased:	The funds will help cover music, both sheet and downloaded, stands, cases, guest instruction and supplies for the course.
Surplus/Deficit Handling Plan:	If there is a small surplus at year end, it will go towards guitar supplies and pay for lost sheet music, broken stands and damaged guitar cases. If a large surplus exists at year end, of approximately \$20/student or more, it will be credited back to the student account.
Project name:	Guitar 15-Rental Fee*
Person responsible:	Moes, Nevada
Purpose and timelines:	The purpose will be communicated to parents and students via the course outline and via the ABJ website.
Revenue to collect:	Since we will be supplying the guitars, we will be charging a rental fee to be collected via the Parent Portal (Rycor), payment in person or during registration.
Items/Services to be purchased:	The rental fee will cover string replacements, parts and repairs, and damage to the rental guitars, plus any other needed supplies.
Surplus/Deficit	Any surplus will go towards guitar replacement due to wear and tear and this

Handling Plan: will accumulate until there is enough money for new guitar purchases. This will be communicated via the course outline.

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 program.

Project name: Improv Club

Person responsible: Reid, Victoria & Smith, Katy

Purpose and timelines: 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 activitie(s) 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 timelines: 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: Bonsant, Nadine

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

Revenue to collect: Revenue will be a course fee of \$275.00 or it may change based on what is

Items/Services to be purchased:	offered by Emerald Hills Leisure Centre. 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, due to a change in course offerings, 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:	Mini-Busses
Person responsible:	Parker, Helena, Lakeman, Greg, 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 \$2.00/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:	If there is any surplus, it will be spent on the future purchase replacement of a new mini bus, but the bus revenue and expenses often only break even.
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, Evans, Brian
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:	Personal Fitness 10-20-30 (was Applied Fitness)
Person responsible:	Jennings, Andrea

Purpose and timelines:	Through course outlines and letters home to parents/guardians.
Revenue to collect:	Course fees collected on Rycor, in person or at registration.
Items/Services to be purchased:	Field trips, fitness instructors/classes, fitness facility fees, course expendables (art supplies).
Surplus/Deficit Handling Plan:	Any surplus will be spent on the purchase of equipment and supplies to enhance 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:	Physical Education
Person responsible:	Miko, Stacey
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:	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 Laurena 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 Laurena House.
Surplus/Deficit Handling Plan:	Any surplus for a field trip will be returned if more than \$5/person, as well it can be spent to enhance the Religion program, purchase supplies or donated to support school causes such as Laurena House.

Project name:	Religion-Bottle Collection
Person responsible:	Murphy, Tricia
Purpose and timelines:	Students from the religion classes collect bottles every week. This falls under 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 & Chan, John
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 and any small surplus of less than \$5/participant will be spent on the purchase of equipment and supplies to enhance the rugby program.
Project name:	School Council-Parent
Person responsible:	Tymko, Ruth
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, busing fees, support for the Young Scientist Conference, miscellaneous fees as applicable.
Surplus/Deficit Handling Plan:	Any surplus under \$100 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. We are not selling this to make money.

Project name: Skills Canada-Foods

Person responsible: Andrea Jennings

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: There should not be any money left, but any surplus under \$100 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 of less than \$100/team will be spent on the purchase of equipment and supplies to enhance the soccer program.

Project name: Social Studies

Person responsible: Fichter, Lindsay

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 if less than \$100 remains at year end.

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, fundraising to donate to Laurena House (Catholic Social Services) event

materials etc. Plaques, awards and items for community involvement etc.
 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. Refunds will be done if the balance is greater than \$2 per student at Aug.31st year end.

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 under \$100 will be 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 only 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 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. Any surplus under \$100 will remain in the account.

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 under \$100 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. A surplus balance of \$100 or less will not be refunded.

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, such as graphic computers 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.