

Project Plan Summary



Archbishop Jordan Catholic High School

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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 \$315 charged on PowerSchool.

Items/Services to be purchased: Supplies, equipment, transportation costs, entry fees to various venues and guest instruction.

Surplus/Deficit Handling Plan: A 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 greater than \$10 per student 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 \$42, 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 \$10/student or more, this amount will be credited back to the student accounts.

Project name: Art

Person responsible: Tiano, Michelle-primary

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

Revenue to collect: Art students have a set cost that they must pay to take the art course: Art 9 - \$60.64, Art 10 - \$90.93, Art 20 (3 credit) - \$90.93, Art 20 (5 credit) - \$105.00, Art 30 - \$105.00, Art 31 - \$105.00.

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

Surplus/Deficit Handling Plan: Any surplus of over \$10/student will be spent on the purchase of replacement materials, consumables, equipment, transportation, and the replacement of any

machines and provided tools.

Project name:	Athletic Performance
Person responsible:	Miko, Stacey/Noonan, Dave/Ciezki, Laurie/Jennings, Andrea
Purpose and timelines:	The Sports Performance(Athletic Performance) courses are each semester and students are given an outline of the activities and programs, with the approximate costs. The collection of the course fee allows students to participate in a variety of engaging activities/programs both inside and outside of the school.
Revenue to collect:	Course fees charged to each participating student's account.
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, fitness training and the cost of transportation for each of these activities. They also cover replacement equipment and supplies used for in school activities.
Surplus/Deficit Handling Plan:	Any surplus greater than \$10/student will be spent on the purchase of equipment and supplies to enhance the Sports Performance program.

Project name:	Awards/Colour Night
Person responsible:	Admin/Sara Glass
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. There are \$800 in awards funded by student council.
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-Jr./Sr.
Person responsible:	Cole Kent
Purpose and timelines:	Purpose will be communicated through letter, email and google calendar.
Revenue to collect:	Revenue for the team fees will be collected from stakeholders for a T Shirt which players will keep, possible transportation, tournament fees, and refreshments.
Items/Services to be purchased:	T Shirt costs, possible transportation costs, 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. Any amount greater than \$10/student will be refunded.

Project name:	Band Fee & Band Instrument Rental Fee
Person responsible:	Strickland, Brianna
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:	\$105 is the band student fee charged on PowerSchool. Students who rent instruments from the school will be charged an additional \$105 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 by clinicians.

Surplus/Deficit Handling Plan: Any surplus will be spent on the purchase of new replacement band equipment and supplies to enhance the band program. Any amount over \$10/student will be refunds for the Band Fee. No refunds for the Instrument Rental Fee.

Project name: Band Instrument Rental Fee

Person responsible: Strickland, Brianna

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 distributed in class or by email.

Revenue to collect: Students using a school instrument will be charged a maximum of \$105 for an instrument rental fee

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

Surplus/Deficit Handling Plan: All surplus funds will be spent on the purchase of new replacement band equipment, maintenance and repairs to current band equipment and supplies to enhance the band program.

Project name: Basketball-All Teams

Person responsible: Ciezki, Laurie

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 of over \$10/player 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 \$50 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. In the event of a large surplus of over \$10/student, refund credits will be posted to student accounts.

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 in the amount of \$105/student.
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. If there is a surplus of over \$10/student, refunds will be posted to student accounts.

Project name:	Cheer Team
Person responsible:	Santos, 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. Cheer competition fee is \$400/student and Cheer game day fee is approximately \$60/student. Extra clothing is optional.
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:	Strickland, Brianna
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, bussing 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. Any surplus over \$10/student will be refunded.

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: Yearly school fees charged to parents on PowerSchool. 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. As well, expenses made like bus fees, entry fees and Skills fees.
 Surplus/Deficit Handling Plan: A large 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. Any surplus over \$10/student will be credited back to student accounts.

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 \$52.50/student.
 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 over \$10/student will be refunded to student accounts.

Project name: Cross Country Team
 Person responsible: Hurtubise, Jeremy
 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 over \$10/student 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, supplies and Team apparel. Transportation will be charged out 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 of over \$10/student, 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: Renneberg, Jayleen

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: \$20 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. Any large surplus of over \$10/student will be credited back to student accounts.

Project name: Digital Photography

Person responsible: 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 of \$42/student.

Items/Services to be purchased: Memory sticks, busing, replacement of broken cameras and parts for cameras.

Surplus/Deficit Handling Plan: Any large surplus of over \$10/student 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, either 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 that may not apply to one individual project. Group Echo payments, NSF and stale dated cheque payments. Parking pass revenue to cover the cost of purchasing them and other miscellaneous revenue not covered in another project.

Items/Services to be purchased: Miscellaneous items and supplies not covered by any other project. Collection Agency service fees, NSF cheques, bank service fees, bus passes ABJ has to cover, Linking Generations support and 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 year, with the same purpose, at the

discretion of the Administration and Business Manager.

Project name:	Drama - General
Person responsible:	Fitzgerald, Andrea/Smith, Katy
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. For other drama field trips, a letter or email informing parents will be sent home.
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. Field trip fees for other drama activities.
Items/Services to be purchased:	Season ticket subscription, bus transportation, chaperone cost, 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. If shows or events are cancelled, refunds will be made as appropriate to each situation.

Project name:	Drama - Play
Person responsible:	Smith, Katy
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. If a show is cancelled for unforeseen reasons, refunds will be made.

Project name:	English Language Arts Department
Person responsible:	Sapiuk, Samantha
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 Author's 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 for the various needs.
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, AP Exams.
Surplus/Deficit Handling Plan:	Any surplus will be spent on the purchase of books and supplies to enhance the English program. Refunds will be made for cancelled events as deemed appropriate.

Project name:	Fabrication Studies/IA-All
Person responsible:	Grondin, James/Hurtubise, Jeremy
Purpose and timelines:	Course outlines each semester.
Revenue to collect:	School fees found on PowerSchool based on each grade level.

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. If there remains a large surplus of over \$10/student, accounts will be credited.
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. If there is a surplus of over \$10/student, this will be refunded via student accounts.
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. If there remains a surplus of over \$10/student, accounts will be credited on PowerSchool.
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 charged via PowerSchool.
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 of over \$10/student 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 each year.
Revenue to collect:	Season fees per player to be collected from parents via PowerSchool.
Items/Services to be purchased:	Metro and ASAA fees plus fees for the officials, mileage for the Scots Bus and a wrap up party.
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. A large surplus of

over \$10/student will be credited back to students.

Project name: Food Studies 9

Person responsible: Miskew, Mhairi/Ryl, Christina

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

Revenue to collect: Foods 9 fees are collected through Business Office at ABJ via the PowerSchool Parent Portal or in person.

Items/Services to be purchased: All food, supplies and small wares used to learn how to cook via supplied recipes.

Surplus/Deficit Handling Plan: Any surplus over \$10/student 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: Miskew, Mhairi, 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 in their course outline. These projects in Foods will be taken home or consumed in class when completed. Parents/Guardians are responsible for fees through the ABJ Business Office.

Revenue to collect: Parents and Guardians are responsible to pay the course school fees via the PowerSchool Parent Portal or in person at school.

Items/Services to be purchased: All food, supplies and small wares used to learn how to cook via supplied recipes.

Surplus/Deficit Handling Plan: Any surplus over \$10/student will be spent on the purchase of equipment and supplies to enhance the Food Studies High School program.

Project name: Football

Person responsible: St.Jean, Marc

Purpose and timelines: A letter sent home to parents communicating the details for football season is made each year.

Revenue to collect: School season fee as set out in the football 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. If there is a surplus of over \$10/student, accounts will be credited.

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: Bilyk, Mathew

Purpose and timelines: Letter home to parents communicating purpose.

Revenue to collect: Golf season fee. Optional clothing.

Items/Services to be purchased: Busing, entry fee to golf courses, year end party and 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. The goal is to break even, but any surplus over \$10/person will be refunded.

Project name: Grad Banquet & Ceremony

Person responsible: Pope, Siewert, Tyrkalo, Hurtubise T, & Dumont, K

Purpose and timelines: To establishing a separate project account to track grad banquet and ticket sales separately and to move legacy funds over that have accumulated in the grad fee account, so the grad fee can stand alone each year and so we can spend the legacy funds per the guidelines below.

Revenue to collect: Leftover funds from each grad year will help contribute to the legacy project(s). The current transfer is an amount since ABJ opened and began having grad ceremonies in 1969.

Items/Services to be purchased: Legacy projects will be discussed and decided upon with admin, the grad committee of staff and students, and possibly even doing a poll of students to see which project they like the best out of a few choices. Examples thought of are outside basketball courts, a student community centre for a cultural café, a safe space for students, or a "chill zone" in a classroom that we would furnish with chairs and tables etc. to accommodate what is chosen.

Surplus/Deficit Handling Plan: If there is a surplus, it can be carried over to create a new legacy project the following year or years, depending on the balance. Stakeholders will receive news in the weekly SWAG or Smore newsletter.

Project name: Grad Fee & Grad Wear

Person responsible: Pope, Siewert, Tyrkalo, Dumont, Hurtubise T

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

Revenue to collect: Grad Fee \$100 (incl.GST), grad wear order forms via PowerSchool.

Items/Services to be purchased: Sitting fee of \$30.00 which is deducted from the grad's photo order from ICON, purchase of grad gown and stole, purchase of grad cap/tassel, diploma cover/insert, grad gift. Grad wear ordered per each individual order.

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 via funds transfer to the Grad Legacy account. If there are any cancellations, refunds will be made as appropriate to what was cancelled.

Project name: Guitar 15
 Person responsible: Strickland, Brianna
 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: Strickland, Brianna
 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 Handling Plan: Any and all surplus funds will go towards guitar replacements due to wear and tear and this 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: Ciezki, Laurie
 Purpose and timelines: Letter home to parents about Handball season.
 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. A surplus of over \$10/player will be refunded as needed.

Project name: Improv Club
 Person responsible: Fitzgerald, Andrea
 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 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. If events are cancelled, refunds will be made as appropriate.
Project name:	Indoor Soccer-Co Ed
Person responsible:	Ciezki, Helena
Purpose and timelines:	The purpose of this project is to collect fees for students to participate in Co Ed Indoor Soccer. Parents are sent home a letter outlining season plans, game info., uniform requirements, permission slips, season fee information and anything else pertinent to this new Metro sport at ABJ.
Revenue to collect:	The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs. Parents will be charged a season fee based on a budget completed by Mrs. Ciezki.
Items/Services to be purchased:	Fees for this project could be used to pay for bus fees, Metro and AASA fees, ref fees, coaching expenses, season end celebration fee, clothing fee included in the season fee, or sold separately, and tournament fees.
Surplus/Deficit Handling Plan:	If there is a large surplus of over \$10/person, that will be refunded as a credit back to the Indoor Soccer season fee, for parents to use elsewhere.
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:	School fees charged on PowerSchool for course supplies and materials.
Items/Services to be purchased:	Supplies and materials purchased 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. If there is a surplus of over \$10/student, refunds will be posted to student accounts.
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 approx. \$75.00 per show). Advertised at school. Library displays. Emails and fee statements regarding lost textbooks and library books.
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. If lost library books are returned after being paid for, refunds will be done on the student account.
Project name:	Mini-Busses
Person responsible:	St. Jean, Marc
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 each year.
Project name:	Musical Theatre
Person responsible:	Strickland, Brianna
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. If shows are cancelled due to unforeseen events, refunds will be made for ticket purchases.
Project name:	Outdoor Education
Person responsible:	Hurtubise, Jeremy, Pilipchuk, Amanda, Ference, Lisa
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.
Items/Services to be purchased:	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.
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. Any surplus of over \$10/student will be refunded to students. If a student paid for and did not attend a trip, and gave enough notification, trip fees will also be refunded.
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 of over \$10/student 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 charged for each grade level on PowerSchool.

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

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. If there remains more than \$10/student in the PE account, refunds will be made to student accounts.

Project name: Religion

Person responsible: Fichter, Lindsay and Lakusta, Anita

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: Tymko, Ruth

Purpose and timelines: This fund is complete.

Revenue to collect: Money was made from the collection of recyclable bottles.

Items/Services to be purchased: The small surplus will go to a charity of Ruth Tymko's choice.

Surplus/Deficit Handling Plan: The small surplus will go to a charity of Ruth Tymko's choice.

Project name: Robotics

Person responsible: Crosbie, Scott

Purpose and timelines: Besides being charged through school course fees (\$82.69-\$189 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. An example of this would be to attend Robotics Worlds in Nashville, for swag, or field trips.

Revenue to collect: School Fees charged on PowerSchool to parents as well as 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. Clothing chosen by the robotics students and payment of fees to attend events like Worlds.

Surplus/Deficit Handling Plan: Any surplus over \$10/student will be spent on the purchase of equipment and supplies to enhance and expand the Robotics program.

Project name: Rugby

Person responsible: Ciezki, Laurie

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 each season, the fee amount 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 on each student's account.

Items/Services to be purchased: Costs of referees, uniforms, equipment, travel 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 provided from ABJ's general account as needed.

Revenue to collect: Internal transfer of money from the General account to the School Council account, when funds are depleted.

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: Pilipchuk, Amanda

Purpose and timelines: Field trip permission letters sent home for signature and funds request, and AP Exam permissions and notifications.

Revenue to collect: Field trip funds and AP Exam funds collected from parents, via the Parent Portal, cash or cheques.

Items/Services to be purchased: Field trip entry fees, busing fees, support for the Young Scientist Conference, AP Exams, and 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. Goal is to break even.

Project name: Scots Merchandise

Person responsible: Prud'homme, Wendy

Purpose and timelines: Letters home to parents, posters, web-site and blog advertising, weekly SMORE, Google classroom.

Revenue to collect: Order forms which detail the sales prices of the merchandise, found on the Parent Portal and in the advertising per above.

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, but to break even.

Project name: Slo-Pitch (Co-Ed)

Person responsible: Miko, Stacey

Purpose and timelines: The purpose of this project is to collect fees for students to participate in Slo-pitch. A letter will be sent home (and possibly a parent meeting) with a detailed breakdown of activities and their associated costs.

Revenue to collect: The fee collected for this project will be spent on a cost recovery basis and has been estimated based on the expected costs.

Items/Services to be purchased: Fees for this project could be used to pay for tournament fees, transportation costs, enhanced supplies, travel costs or equipment replacement (Metro, provincials, referees, uniforms, etc.)

Surplus/Deficit Handling Plan: After the activity is completed any funds remaining will be reimbursed to the student via a credit to the student account in PowerSchool.

Project name: Soccer-All Teams

Person responsible: Ciezki, Laurie

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 based on budget. 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 and 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: Sych, Mark

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: Sapiuk, Samantha & Lakusta, Anita

Purpose and timelines: Ongoing, school environment, food, information and events. Student Council and Leadership spreads school spirit and promoting student initiatives and school culture. Shared on social media platforms, weekly SMORE and the website.

Revenue to collect: Student Council fees of \$15, paid by parents on the Parent Portal in PowerSchool. Carry forward Student Council Budget, donations, fundraising etc.

Items/Services to be purchased: Speakers (Phil Boyte is an example), decorations, foods, treats, photo booth subscription, supplies for seasonal events, fundraising to donate to Laurena House (Catholic Social Services) event materials etc. Plaques, trophies, awards and 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. Refunds will be done if the balance is greater than \$2 per student at Aug.31st year end.

Project name: Swim Team
 Person responsible: Ciezki, Laurie (Charlene Douglas-coach)
 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 via the PowerSchool parent portal.
 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 and a year end celebration.
 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/Bonsant, Nadine
 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: Ciezki, Laurie

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:	Ciezki, Laurie
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 charged on PowerSchool. 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:	Marc St.Jean
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:	Any surplus funds 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.