

# Project Plan Summary



**JEAN VANIER**  
CATHOLIC SCHOOL

**Jean Vanier Catholic School**

109 Georgian Way  
Sherwood Park, AB  
T8A 3K9

**Phone:** 780-467-3633

**Fax:** 780-467-1584

**Principal:** Mr. Gordon Marshall

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

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

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Project name:	BUCPS PreK
Person responsible:	Ward, Brittany
Purpose and timelines:	Funds are provided from BUCPS for Pre K Ukrainian Program Exp.
Revenue to collect:	Cheques
Items/Services to be purchased:	Items directly related to the Pre K Ukrainian Program
Surplus/Deficit Handling Plan:	Any Surplus will be carried forward

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Project name:	ConocoPhillips Community Grant
Person responsible:	Rafuse, Barb
Purpose and timelines:	ConocoPhillips awarded a grant to JV for \$1,000 in support of building a tower garden.
Revenue to collect:	\$950.00 balance remaining
Items/Services to be purchased:	Full amount will go towards building a tower garden
Surplus/Deficit	All funds will go towards this project

Handling Plan:

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Project name: ECS Field Trip Fees  
Person responsible: Sombyk, Irene  
Purpose and timeliness: Fees for ECS Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and teacher websites as they occur throughout the year.  
Revenue to collect: \$ 100.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)  
Items/Services to be purchased: Admissions for various out of school field trips, funds for in class field trips, transportation costs, special classroom holiday activities, year end field trips, Mothers Day, Father's Day projects, craft supplies, photo development  
Surplus/Deficit Handling Plan: Any surplus will be used to replenish classroom supplies used during the year.

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Project name: Fortis Alberta  
Person responsible: Rafuse, Barb  
Purpose and timeliness: Funding is received via a Fortis Alberta Grant. Grant funding awarded from Fortis Alberta.  
Revenue to collect: 1000.00 From Fortis Alberta  
Items/Services to be purchased:  
Surplus/Deficit Handling Plan: No deficit, any surplus carried forward.

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Project name: Gr. 1 Ukrainian field trips  
Person responsible: Dziwenko, Erin  
Purpose and timeliness: Fees for Grade 1 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letter or email as they occur throughout the year.  
Revenue to collect: \$80.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)  
Items/Services to be purchased: Admissions/transportation costs for various field trips through out the year.  
Surplus/Deficit Handling Plan: Any surplus will be used to replenish any classroom art supplies used during the year and/or to cover any field trip/bus costs not planned for.

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Project name: Gr. 3 Split Ukrainian Field trips  
Person responsible: Malko, Tara  
Purpose and timeliness: Fees for Grade 3 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and teacher websites as they occur throughout the year.  
Revenue to collect: \$58.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)  
Items/Services to be purchased: Admissions/transportation costs for various curricular out of school field trips, funds for in class field trips, special holiday art projects, year end field trips. Approximate costs are as follows and are subject to change:  
Surplus/Deficit Handling Plan: Any surplus will be used to replenish any classroom art supplies used during the year and/or to cover any field trip/bus costs not planned for.

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Project name: Grade 1 Field Trip Fee  
Person responsible: Stychyshyn, Ronda  
Purpose and timeliness: Fees for Grade 1 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letter or email as they occur throughout the year.  
Revenue to collect: 100.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)  
Items/Services to be purchased: Admissions/transportation costs for various field trips through out the year.  
Surplus/Deficit Handling Plan: Any surplus will be used to replenish any classroom art supplies used during the year and/or to cover any field trip/bus costs not planned for.

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Project name: Grade 2 Field Trip Fees  
Person responsible: Lesoway, Elizabeth  
Purpose and timeliness: Fees for Grade 2 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and teacher websites as they occur throughout the year.  
Revenue to collect: \$95.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)  
Items/Services to be purchased: Admissions/transportation costs for various curricular out of school field trips, funds for in class field trips, special holiday art projects, year end field trips. Approximate costs are as follows and are subject to change:  
Surplus/Deficit Handling Plan: Any surplus will be used to replenish classroom supplies used during the year, and/ or used to cover any unplanned field trips or bus costs for students.

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Project name: Grade 2 Split Ukrainian Field Trips  
Person responsible: Malko, Tara  
Purpose and timeliness: Fees for Grade 2 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and teacher websites as they occur throughout the year.  
Revenue to collect: 51.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)  
Items/Services to be purchased: Admissions/transportation costs for various curricular out of school field trips, funds for in class field trips, special holiday art projects, year end field trips. Approximate costs are as follows and are subject to change:  
Surplus/Deficit Handling Plan: Any surplus will be used to replenish any classroom art supplies used during the year and/or to cover any field trip/bus costs not planned for.

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Project name: Grade 3 Field Trip Fees  
Person responsible: Rockwell, Gail  
Purpose and timeliness: Fees for Grade 3 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and teacher websites as they occur throughout the year.  
Revenue to collect: \$70.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)  
Items/Services to be purchased: Admissions/transportation costs for various curricular out of school field trips, funds for in class field trips, special holiday art projects, year end field trips.

Approximate costs are as follows and are subject to change:

Surplus/Deficit  
Handling Plan:

Any surplus will be used to replenish classroom supplies used during the year, and/or used to cover off any unplanned field trips and bus costs. General SGF account.

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Project name: Grade 4 Field Trip Fees

Person responsible: Rafuse, Barb

Purpose and  
timelines:

Fees for Grade 4 Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and teacher websites as they occur throughout the year.

Revenue to collect:

\$85.00 provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)

Items/Services to  
be purchased:

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

Surplus/Deficit  
Handling Plan:

Any surplus will be used to replenish classroom supplies used during the year, or used to cover off any unplanned field trips or bus costs.

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Project name: Grade 4 Ski Trip

Person responsible: Rafuse, Barb

Purpose and  
timelines:

Letter will be sent home to grade 4 parents in January explaining the purpose of the trip, and costs. Funds collected will cover the cost of lift tickets and/or rentals

Revenue to collect:

For students with their own equipment, cost of the lift ticket will be \$24.00 For students requiring lift ticket and ski rentals, the cost will be \$34.00 For students requiring lift ticket and snowboard rentals, the cost will be \$37.00 The cost of transportation will be covered under the Grade 4 field trip fees paid for on the school invoices in September. These cost may change dependent on the ski hill operator.

Items/Services to  
be purchased:

Lift ticket, and/or ski/snowboard rentals

Surplus/Deficit  
Handling Plan:

This should be at a zero balance, as each student that goes on the trip will be paying for their lift ticket and/or rentals if required.

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Project name: Librarybooks (Lost/Damaged)

Person responsible: Pawl-Nixon, Aubin

Purpose and  
timelines:

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

Revenue to collect:

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

Items/Services to  
be purchased:

To replace the damaged/lost library books.

Surplus/Deficit  
Handling Plan:

All monies collected will be used to replace the damaged/lost books.

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Project name: Maker Space

Person responsible: Dubuc, Simone

Purpose and  
timelines:

Stakeholders will not be asked to provide funds.

Revenue to collect:	Donations and possibly Grants.
Items/Services to be purchased:	Items, products, and materials that will be used for makerspace program.
Surplus/Deficit Handling Plan:	Any surplus will be used for purchasing items, products, or materials for program. No or minimal deficit anticipated.
Project name:	National Geographic Grant
Person responsible:	Rafuse, Barb
Purpose and timelines:	Funds were received from National Geographic as a reward for participating in the Energy Diet challenge in our classroom.
Revenue to collect:	\$405.31 balance remaining.
Items/Services to be purchased:	Spin bikes that will be used in the classroom to help students focus, improve behaviour and boost positive attitudes.
Surplus/Deficit Handling Plan:	All funds will be allocated towards the purchase of the spin bikes. We will communicate through an email with National Geographic.
Project name:	Pre K Field Trips
Person responsible:	Dubuc, Simone
Purpose and timelines:	Fees for Pre K Field Trips are on the school invoices in order to collect funds for curricular related field trips. Field Trips will occur throughout the year. Parents will be made aware of field trips via letters, emails, and/or teacher websites as they occur throughout the year.
Revenue to collect:	Cost dependent on field trip cost provided by parents to the school by online payment. (Cash or cheque payable to the school if unable to pay online.)
Items/Services to be purchased:	Admissions for various in and out of school field trips, funds for in class field trips, transportation costs, year end field trips.
Surplus/Deficit Handling Plan:	Any surplus will be used towards the students by the end of the school year.
Project name:	TD Friends of the Environment
Person responsible:	Rafuse, Barb
Purpose and timelines:	Grant Application was submitted, JV was a successful applicant. JV will submit a follow up report to TD Friends of the Environment to show where funds were applied.
Revenue to collect:	\$107.53 balance remaining.
Items/Services to be purchased:	Funding will go towards a Tower Garden project
Surplus/Deficit Handling Plan:	All funds will go towards project. TD FEF Impact Report will be submitted to TD when project is complete.
Project name:	Terry Fox Run
Person responsible:	Dubuc, Simone
Purpose and timelines:	Toonies are collected from students who wish to donate to the Terry Fox Foundation in support of the Terry Fox Run
Revenue to collect:	If students wish to donate \$2.00, all toonies will be deposited and a cheque forwarded to the Terry Fox Foundation on behalf of Jean Vanier Catholic School.
Items/Services to be purchased:	All funds will be forwarded to the Terry Fox Foundation.
Surplus/Deficit Handling Plan:	No Surplus will exist.

Project name: Waste in our World - Grade 4  
Person responsible: Rafuse, Barb  
Purpose and timelines: This account will be used to collect and small donations made to the Grade 4 Leadership teams that are not part of any grants the school receives. E-Cycling donations will be accounted for here. No money will be charged to parents  
Revenue to collect: No money is to be charged to parents. The donation from E-cycling will be deposited to this account.  
Items/Services to be purchased: This will be used to cover the cost of busing for the field trip to the Waste Management Centre for 2017-2018  
Surplus/Deficit Handling Plan: Any surpluses will be used to help cover Grade 4 leadership field trips / events in school

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Project name: Young Authors Conference  
Person responsible: Rafuse, Barb  
Purpose and timelines: Teachers will pick students to attend the YAC in February dependent on the number of spots we are allocated  
Revenue to collect: Cost of the Conference \$30.00 .  
Items/Services to be purchased: Cover the admission to the YAC  
Surplus/Deficit Handling Plan: Zero balance, as all funds collected are sent to the YAC