

# Project Plan Summary



## **Our Lady Of Mount Pleasant Catholic School**

39 Mount Pleasant Drive  
Camrose, AB  
T4V 2M3

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**Principal:** Mr. Joe Kucy

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Project name: AAEP-Art, Athletic Enrichment Program  
Person responsible: Kucy, Joe  
Purpose and timelines: A letter will be sent home notifying parents of Arts and Athletic programs.  
Revenue to collect: Money will be collected from students who wish to participate.  
Items/Services to be purchased: Money will be used to pay for registration fees, instructional fees, admissions and transportation.  
Surplus/Deficit Handling Plan: Carry forward any surplus for students who wish to participate but can't afford the fees.

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Project name: Art JH and HS  
Person responsible: Smith, Kristy  
Purpose and timelines: Funds will be collected for school supplies (paint, paper, brushes, etc)  
Revenue to collect: Fees will be collected from students.  
Items/Services to be purchased: Art Supplies  
Surplus/Deficit Handling Plan: Any surplus funds will be used to purchase art supplies or funds will be transferred to the CTS/CTF Discretionary Fund.

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Project name: Badminton HS  
Person responsible: Charchun, Bob  
Purpose and timelines: An information package is given to athletes and parents at the start of the season.  
Revenue to collect: An initial fee is collected from students as well as a "pay as you go" fee for advancements.  
Items/Services to be purchased: Tournament fees, equipment and transportation costs.  
Surplus/Deficit Handling Plan: Surplus funds will be transferred to the Team Sports-Discretionary Fund account.

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Project name: Badminton JH  
Person responsible: Charchun, Bob  
Purpose and timelines: An information package is given to athletes and parents at the start of the season.  
Revenue to collect: An initial fee is collected from students as well as a "pay as you go" fee for advancements.  
Items/Services to be purchased: Tournament fees, equipment, and transportation costs.

Surplus/Deficit Handling Plan: Surplus funds will be transferred to the Team Sports-Discretionary Fund account.

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Project name: Basketball HS Boys

Person responsible: Murphy, Darby

Purpose and timelines: An information package is given to athletes and parents at the start of the season.

Revenue to collect: Team fees are collected from each player at the start of the season. Fundraising activities may be necessary to support the team's budget.

Items/Services to be purchased: Entry fees, league fees, transportation, officials costs, equipment and team clothing.

Surplus/Deficit Handling Plan: Surplus of funds will be transferred to the Team Sports-Discretionary Fund account.

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Project name: Basketball HS Girls

Person responsible: Burns, Brad

Purpose and timelines: An information package is given to athletes and parents at the start of the season.

Revenue to collect: Team fees are collected from each player at the start of the season. Fundraising activities may be required to support the team's budget.

Items/Services to be purchased: Entry fees, league fees, transportation, officials costs, equipment and team clothing.

Surplus/Deficit Handling Plan: Surplus of funds will be transferred to the Team Sports-Discretionary Fund account.

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Project name: Basketball JH Boys

Person responsible: Popowich, Ryan

Purpose and timelines: An information package is given to athletes and parents at the start of the season.

Revenue to collect: Team fees are collected from each player at the start of the season. Fundraising activities may be necessary to support the team's budget.

Items/Services to be purchased: Entry fees, league fees, transportation, officials costs, equipment and team clothing.

Surplus/Deficit Handling Plan: Surplus of funds will be transferred to the Team Sports-Discretionary Fund account.

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Project name: Basketball JH Girls

Person responsible: Burns, Brad

Purpose and timelines: An information package is given to athletes and parents at the start of the season.

Revenue to collect: Team fees are collected from each player at the start of the season. Fundraising activities may be necessary to support the team's budget.

Items/Services to be purchased: Entry fees, league fees, transportation, officials costs, equipment and team clothing.

Surplus/Deficit Handling Plan: Surplus of funds will be transferred to the Team Sports-Discretionary Fund account.

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Project name: Comm Tech JH and HS

Person responsible: Smith, Kristy

Purpose and timelines: Funds will be collected for communication technology supplies.

Revenue to collect: Fees will be collected from students.

Items/Services to be purchased: Comm Tech supplies (paper, ink, screening, fabric, etc)

Surplus/Deficit Handling Plan: Surplus of funds go toward the CTS/CTF Discretionary Fund.

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Project name: Commissions/Rental

Person responsible: Kucy, Joe

Purpose and timelines: Companies provide payment to OLMP.

Revenue to collect: Vending machine commission, school photo commission and gym rental.

Items/Services to be purchased: Funds are applied to various activities and projects throughout the year.

Surplus/Deficit Handling Plan: Surplus funds will be carried over for future activities and projects.

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Project name: Concession

Person responsible: Kramer, Diane

Purpose and timelines: Concession items and prices are posted.

Revenue to collect: Voluntary purchase of concession items by students and staff.

Items/Services to be purchased: Concession items are purchased with the funds.

Surplus/Deficit Handling Plan: All concession profits are used to purchase various items or equipment needed at OLMP.

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Project name: Construction Technology

Person responsible: Kucy, Joe

Purpose and timelines: This would be part of the course outline. Students will be informed of the projects they can create to take home.

Revenue to collect: Students are invoiced at the beginning of the school year.

Items/Services to be purchased: Lumber, materials, hardware and repairs and maintenance to equipment.

Surplus/Deficit Handling Plan: Surplus of funds go toward the CTS/CTF Discretionary Fund.

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Project name: Cosmetology

Person responsible: McGinitie, Randi

Purpose and timelines: Students enrolled in this option will be invoiced at the beginning of the school year.

Revenue to collect: Student fees are collected.

Items/Services to be purchased: Cosmetic supplies and equipment will be purchased.

Surplus/Deficit Handling Plan: Any surplus funds will be used to purchase additional supplies or be transferred to the CTS/CTF Discretionary Fund.

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Project name: Cross Country Running

Person responsible: Popowich, Ryan

Purpose and timelines: Information on all events are given to participants at the start of the season.

Revenue to collect: A fee is collected from students.

Items/Services to be purchased: Transportation to and from the events.  
Surplus/Deficit Handling Plan: Any surplus of funds will be transferred to the Team Sports-Discretionary Fund account.

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Project name: CTF-JH Options  
Person responsible: Kucy, Joe  
Purpose and timelines: Students are invoiced at the start of the school year.  
Revenue to collect: Students are invoiced a flat fee that covers all option classes taken.  
Items/Services to be purchased: The fee is allocated to the option classes based on enrolment and the budget needed to operate and maintain the course.  
Surplus/Deficit Handling Plan: Any surplus of funds will go to the CTS/CTF discretionary fund.

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Project name: CTS-Cosmetology  
Person responsible: McGinitie, Randi  
Purpose and timelines: Students enrolled in this option will be invoiced a course fee.  
Revenue to collect: Student fees are collected.  
Items/Services to be purchased: Cosmetic/beauty supplies, tools and equipment.  
Surplus/Deficit Handling Plan: Any surplus funds will be used to purchase additional supplies or be transferred to the CTS Discretionary Fund.

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Project name: CTS/CTF Discretionary Fund  
Person responsible: Kucy, Joe  
Purpose and timelines: It will be stated in information packages provided to students in CTS /CTF courses.  
Revenue to collect: Prior to any funds being transferred from a CTF/CTS project, a review of the current budget and the proposed budget for the following year will be conducted.  
Items/Services to be purchased: Equipment and supplies to strengthen our CTS/CTF programs will be purchased.  
Surplus/Deficit Handling Plan: Funds will go toward various CTF/CTS programs that require funding.

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Project name: Donations  
Person responsible: Twitchell, Lorinda  
Purpose and timelines: Community members and parents make donations.  
Revenue to collect: Donations.  
Items/Services to be purchased: If specified by the donor, purchases are made accordingly, otherwise donations are used for supplies and activities that benefit the students.  
Surplus/Deficit Handling Plan: Surplus funds will be carried forward and used for the benefit of the students.

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Project name: Drama JH and HS  
Person responsible: deKock, Desiree  
Purpose and timelines: Fees are required to cover the cost of scripts, costumes, props and theatre rental costs may be necessary.

Revenue to collect: Fees are charged to students at the beginning of the School Year. In the event of a production, tickets may also be sold.

Items/Services to be purchased: Scripts, costumes, props, prosthetics, and all costs related to a theatre production.

Surplus/Deficit Handling Plan: Any remaining funds will be used to purchase and replace costumes and the balance will be transferred to the CTS/CTF Discretionary Fund.

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Project name: Enviromental Club

Person responsible: Wispinski, Dan

Purpose and timelines: Raise funds through recycling. Keep school clean of bottles, paper and all recycling.

Revenue to collect: Recycle school bottles and cans.

Items/Services to be purchased: Funds are used to purchase recycle bins and any items needed to make our school enviromentally friendly.

Surplus/Deficit Handling Plan: Any remaining funds are carried over to the next school year.

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Project name: Field Trips

Person responsible: Charchun, Bob

Purpose and timelines: Letters will be sent home with students stating the details and cost of the field trip.

Revenue to collect: Funds to cover the cost of the field trip and transportation.

Items/Services to be purchased: Field trip expenses, admissions and transportation.

Surplus/Deficit Handling Plan: Costs of field trips are estimated closely, however, any remaining funds would remain in this project to cover costs for students that can't afford the fee.

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Project name: Foods

Person responsible: Reinhart, Chris

Purpose and timelines: The purpose is to implement the Foods Curriculum and will be communicated with the registration guide.

Revenue to collect: Students will be invoiced at the beginning of the school year.

Items/Services to be purchased: Consumables to run the foods program.

Surplus/Deficit Handling Plan: Surplus funds go toward the CTS/CTF Discretionary Fund.

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Project name: General

Person responsible: Twitchell, Lorinda

Purpose and timelines: This project is used for any financials that are not specific to any project.

Revenue to collect: Money is deposited to this account as required.

Items/Services to be purchased: Expenses are made out of this account as required.

Surplus/Deficit Handling Plan: Surplus funds will be carried forward and distributed according to the needs of the students or school.

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Project name: Golf HS

Person responsible: Reinhart, Chris

Purpose and timelines: An information package is given to athletes and parents at the start of the season.

Revenue to collect: An initial fee is collected from students as well as a "pay as you go" fee for advancements.

Items/Services to be purchased: Course fees and transportation costs.

Surplus/Deficit Handling Plan: Surplus funds will be transferred to the Team Sports-Discretionary Fund.

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Project name: Golf JH

Person responsible: Kucy, Joe

Purpose and timelines: An information package is given to athletes and parents at the start of the season.

Revenue to collect: An initial fee is collected from students as well as a "pay as you go" fee for advancements.

Items/Services to be purchased: Course fees and transportation costs.

Surplus/Deficit Handling Plan: Surplus funds will be transferred to the Team Sports-Discretionary account.

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Project name: Graduation

Person responsible: Sych, Mark

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

Revenue to collect: Graduating students will be invoiced at the beginning of the school year.

Items/Services to be purchased: The graduation fee is used to support all Grad activities and expenses such as banquet ticket, facility rental, decorations, etc.

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

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Project name: Graduation Legacy

Person responsible: Sych, Mark

Purpose and timelines: All graduating students and their parents will be informed of this legacy project.

Revenue to collect: Any funds remaining in the Graduation account will be transferred to the Legacy account.

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

Surplus/Deficit Handling Plan: Any surplus will be carried forward to the next year and used toward the graduating class gift for OLMP.

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Project name: Handball HS

Person responsible: Burns, Brad

Purpose and timelines: An information package is given to athletes and parents at the start of the season.

Revenue to collect: An initial fee is collected from students as well as a "pay as you go" fee for advancements. Fundraising activities may be required to support this program.

Items/Services to be purchased: Tournament and league fees, officials, transportation costs and equipment.

Surplus/Deficit Handling Plan: Surplus funds will be transferred to the Team Sports-Discretionary Fund account.

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Project name: HS Football

Person responsible: Kucy, Joe

Purpose and timelines: Information package is given to athletes and parents at the start of the season.

Revenue to collect: Team fees are collected from each player at the start of the season. Fundraising activities may be necessary to support the team's budget.

Items/Services to be purchased: League fees, transportation, officials costs, equipment and uniforms.

Surplus/Deficit Handling Plan: If any funds remain after all equipment is replaced or repaired, the balance will be transferred into the Team Sports-Discretionary Fund.

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Project name: HS PE

Person responsible: Enright, Stephen

Purpose and timelines: An information package is given to students indicating the course outline.

Revenue to collect: Students are invoiced at the beginning of the school year.

Items/Services to be purchased: Fees will cover the cost of off campus facilities rentals or admissions and transportation costs associated with these activities, guest speakers and instructors, athletic fees, equipment and equipment replacement costs.

Surplus/Deficit Handling Plan: Surplus of funds will be used to replace equipment or carried over for the following year.

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Project name: JH Developmental Athletic Program

Person responsible: Popowich, Ryan

Purpose and timelines: An information package is given to athletes at the start of the season.

Revenue to collect: Team fees are collected from each player at the start of the season if a team is representing OLMP in a sport during the season of play. Fundraising activities may be required to support the developmental program.

Items/Services to be purchased: Tournament entry fees, league fees, transportation, officials costs, equipment/replacement of equipment and team clothing.

Surplus/Deficit Handling Plan: Surplus of funds will remain in the account for future costs related to the operation of the program.

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Project name: Leadership, HS

Person responsible: Smith, Kristy

Purpose and timelines: Fees are collected as part of school option fees to cover any costs incurred through our service projects within our community.

Revenue to collect: Students will be invoiced at the beginning of the school year.

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

Surplus/Deficit Handling Plan: Surplus funds will remain in this project for future student activities and community service projects.

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Project name: Leadership, JH

Person responsible: Rodin, Helen

Purpose and timelines: Fees are charged as part of school option fees to cover any costs incurred through service projects within our community.

Revenue to collect: Students are invoiced at the beginning of the school year.

Items/Services to be purchased: Various supplies for service projects agreed upon by students at the discretion of the teacher and transportation costs to our community projects.

Surplus/Deficit Handling Plan: Any surplus of funds will be used for a service project agreed upon by the

Handling Plan: students at the discretion of the teacher.

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Project name: Locks  
Person responsible: Twitchell, Lorinda  
Purpose and timelines: New students and returning students that don't bring their locks back will be charged.  
Revenue to collect: Teachers collect the lock fee from any student that does not have a OLMP lock.  
Items/Services to be purchased: Fees will cover the cost of the lock as well as locker repairs and replacement.  
Surplus/Deficit Handling Plan: Remaining funds are used for locker repair and the purchase of locks.

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Project name: Lost Textbooks  
Person responsible: Kinnee, Linda  
Purpose and timelines: Students are invoiced for lost textbooks or library books.  
Revenue to collect: Replacement cost of the lost textbook or library book will be collected.  
Items/Services to be purchased: Replacement books will be purchased.  
Surplus/Deficit Handling Plan: There will not be a surplus. These funds will be used to purchase new books.

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Project name: Outdoor Education  
Person responsible: Popowich, Ryan  
Purpose and timelines: A course outline is given to students outlining the various trips and activities. Any extra trip costs will be outlined in the field trip forms that go home with students prior to the field trip.  
Revenue to collect: Students are invoiced at the beginning of the year.  
Items/Services to be purchased: Transportation costs, facility rentals, admissions, instructors, equipment, equipment rental and additional costs for field trips and camping trips, ie) food and supplies.  
Surplus/Deficit Handling Plan: Any surplus of funds will be carried over for the following year.

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Project name: Recreational Leadership  
Person responsible: Burns, Brad  
Purpose and timelines: Students will receive a course description as well as a course outline.  
Revenue to collect: Students will be invoiced upon being enrolment in the course.  
Items/Services to be purchased: Fees will allow students training and utilization of the fitness room and its equipment. Various fitness trainers and presenters may provide instruction to the students.  
Surplus/Deficit Handling Plan: Surplus of funds will be used to maintain or replace equipment and buy fitness room supplies.

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Project name: Religion  
Person responsible: Murphy, Darby  
Purpose and timelines: Purpose of this project is to build presence of faith related items.  
Revenue to collect: There is no fee charged to students. Revenue for religion is through donations.  
Items/Services to be purchased: Prayer table items as well as resources for the religion department.



be purchased:

Surplus/Deficit Handling Plan: Any surplus of funds will remain in this project to purchase faith based items.

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Project name: Science Tech

Person responsible: Wispinski, Dan

Purpose and timelines: Fees are charged to purchase extra materials that are for student driven specific projects. These materials are needed to perform science experiments.

Revenue to collect: Students are invoiced at the beginning of the year.

Items/Services to be purchased: Funds are used to purchase equipment and supplies for science experiments.

Surplus/Deficit Handling Plan: Surplus of funds will be carried over to the following year.

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Project name: Ski Trip - HS

Person responsible: Burns, Brad

Purpose and timelines: A letter will sent home with students outlining the trip with the fee collection process details.

Revenue to collect: Student fee, fundraising efforts and donations.

Items/Services to be purchased: Hotels, lift tickets, equipment rentals, transportation costs, group meals and miscellaneous costs.

Surplus/Deficit Handling Plan: Surplus of funds will be reimbursed to the participants.

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Project name: Stained Glass

Person responsible: Smith, Kristy

Purpose and timelines: A course outline will be provided to students.

Revenue to collect: Students will be invoiced at the beginning of the school year.

Items/Services to be purchased: Glass, solder, wire and all other supplies needed for students to complete their projects.

Surplus/Deficit Handling Plan: Any surplus of funds will remain in this project to replenish supplies.

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Project name: Student Council

Person responsible: Smith, Kristy

Purpose and timelines: All students at OLMP pay a student council fee of 10.00

Revenue to collect: Students are invoiced at the beginning of the school year.

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

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

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Project name: Team Sports - Discretionary Fund

Person responsible: Burns, Brad

Purpose and timelines: It will be stated in the the team sports package that is provided to athletes and parents.

Revenue to collect: At the end of their season, each sports team's current budget and proposed budget for the following year will be reviewed to determine if they have funds to contribute to the Team Sports - Discretionary Fund.

Items/Services to be purchased:	Funds will be used for athletic equipment repair and replacement, offset costs for advancement to divisionals ,zones, regionals, and provincials, travel expenses, athletic fees and uniform replacement costs.
Surplus/Deficit Handling Plan:	Surplus of funds will be spent on sports teams that need equipment or uniforms and will be given to a team that incurred unexpected expenses that left their program in a deficit.
Project name:	Track and Field
Person responsible:	Reinhart, Chris
Purpose and timelines:	An information package will be given to athletes and students at the start of the season.
Revenue to collect:	An initial fee is collected from students as well as a "pay as you go" fee for advancements.
Items/Services to be purchased:	Facility rental for training, track and event fees and transportation costs.
Surplus/Deficit Handling Plan:	Surplus funds will be transferred to the Team Sports - Discretionary Fund.
Project name:	Transportation
Person responsible:	Charchun, Bob
Purpose and timelines:	Fees collected will be used to cover the costs of contracted transportation and/or our OLMP Royals Bus.
Revenue to collect:	A fee is charged to all students in a blanket transportation fee at the beginning of the school year.
Items/Services to be purchased:	Funds will be used for covering the cost of trips to mass, field trips and year end activities.
Surplus/Deficit Handling Plan:	All funds will be used for transportation costs.
Project name:	Volleyball HS Boys
Person responsible:	Popowich, Ryan
Purpose and timelines:	An information package is given to athletes and parents at the start of the season.
Revenue to collect:	Team fees are collected from each player at the start of the season. Fundraising activities may be necessary to support the team's budget.
Items/Services to be purchased:	Entry fees, league fees, transportation, officials costs, equipment and team clothing.
Surplus/Deficit Handling Plan:	Surplus of funds will be transferred to the Team Sports-Discretionary Fund account.
Project name:	Volleyball HS Girls
Person responsible:	Enright, Steve
Purpose and timelines:	An information package is given to athletes and parents at the start of the season.
Revenue to collect:	Team fees are collected from each player at the start of the season. Fundraising activities may be necessary to support the team's budget.
Items/Services to be purchased:	Entry fees, league fees, transportation, officials costs, equipment and team clothing.
Surplus/Deficit Handling Plan:	Surplus of funds will be transferred to the Team Sports-Discretionary Fund account.
Project name:	Volleyball JH Boys

Person responsible: Popowich, Ryan

Purpose and timelines: An information package is given to athletes and parents at the start of the season.

Revenue to collect: Team Fees are collected from each player at the start of the season. Fundraising activities may be necessary to support the team's budget.

Items/Services to be purchased: Entry fees, league fees, transportation, officials costs, equipment and team clothing.

Surplus/Deficit Handling Plan: Surplus of funds will be transferred to the Team Sports-Discretionary Fund account.

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Project name: Volleyball JH Girls

Person responsible: Burns, Brad

Purpose and timelines: An information package is given to athletes and parents at the start of the season.

Revenue to collect: Team fees are collected from each player at the start of the season. Fundraising activities may be required to support the team's budget.

Items/Services to be purchased: Entry fees, league fees, transportation, officials costs, equipment and team clothing.

Surplus/Deficit Handling Plan: Surplus of funds will be transferred to the Team Sports-Discretionary Fund account.

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Project name: Yearbook

Person responsible: Hrycaj, Julia

Purpose and timelines: Stakeholders are communicated through paper notices and website links.

Revenue to collect: Voluntary purchase of yearbook by students/parents/guardians and staff.

Items/Services to be purchased: Yearbooks.

Surplus/Deficit Handling Plan: Remaining funds will be used to purchase or replace technology equipment as required.