

# Project Plan Summary



## Our Lady Of The Angels Catholic School

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**Principal:** Pamela Gravelle

Project name:	Community Relations
Person responsible:	Gravelle, Pamela
Purpose and timelines:	Funds are raised through fundraising projects/events including, but not limited to, Halloween family dance, spring dance, poinsettia sales, spell-a-thon, strawberry basket sales, bottle drive and Mable's Labels, in order to support various programs at OLA School. It will be communicated to the parents by letters being sent home through the school advising them of the fundraiser and the intended use of the revenue.
Revenue to collect:	Sale proceeds from the fundraising projects/events and money collected from the donation of bottles from parents to the bottle drive.
Items/Services to be purchased:	All funds allocated to Community Relations will be used to support special student, staff and family projects including, but not limited to Gr. 4 banner, Gr. PreK-4 yearbook, staff appreciation and retirements, classroom supplies, Welcome Back breakfast and memorials.
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in that account for expenses in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year.

Project name:	Cultural Events, Music & Religion
Person responsible:	Gravelle, Pamela
Purpose and timelines:	Funds are raised through fundraising projects/events including, but not limited to, Halloween family dance, spring dance, poinsettia sales, Read-A-Thon, strawberry basket sales, bottle drive and Mable's Labels, in order to support various programs at OLA School during that year. It will be communicated to the parents by letters being sent home through the school advising them of the fundraiser and the intended use of the revenue.
Revenue to collect:	Sale proceeds from the fundraising projects/events and money collected from the donation of bottles from parents to the bottle drive.
Items/Services to be purchased:	All funds allocated to Cultural Events, Music & Religion will be used to support fine arts presentations, the school music program, religious enhancement projects, bussing expenses and field trip fees of students from families experiencing financial hardship.
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in that account for expenses in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year.

Project name:	ECS Field Trips & Presentations
Person responsible:	Gravelle, Pamela
Purpose and timelines:	Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Kindergarten

curriculum. In October, parents will be sent home a letter with the breakdown of the admission/presentation fees and bussing fees to date for each field trip/presentation. Additional field trips will be communicated as they come forward.

Revenue to collect:	Fees charged to parents on a cost recovery basis with an explanation of the costs.
Items/Services to be purchased:	Field trip admission fees, in class presentation fees, and bussing required for these events.
Surplus/Deficit Handling Plan:	If there are surplus funds remaining at the end of the school year, in the amount of \$5.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our foster child. Any Surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

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Project name:	Foster Children Sponsorship
Person responsible:	Gravelle, Pamela
Purpose and timelines:	Our school sponsors a foster child through Chalice. A note is sent home in students' agendas advising parents of the fundraising event. Revenue to collect:
Revenue to collect:	Special fundraising activities put on by the staff and/or students- eg. silver collection at ECS Christmas party, ticket sales for Christmas Concert seats and parking spot, Student Servant Leadership Fundraising Initiatives
Items/Services to be purchased:	Yearly sponsorship for foster child.
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in that account to pay the annual sponsorship fees for the foster child in future years or to send a lump sum payment to purchase a special gift for each of their communities. Surplus may allow the sponsoring of a second child.

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Project name:	General
Person responsible:	Gravelle, Pamela
Purpose and timelines:	This account is for all money received that is not for a specific item.
Revenue to collect:	Money received from LifeTouch for our picture rebate and from returning recyclables for deposit the refund.
Items/Services to be purchased:	It is used to pay for school event expenses and/or projects that are not paid for by the PSC nor collected from parents - eg. Choir wind-up party, Choir Festival costs, Choir Field Trip expenses, Gr. 4 Bible Presentation celebration, Learning Commons and MakerSpaces
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will be used to offset any shortfalls in our School Generated Accounts, including Noon Hour Supervisor expenses.

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Project name:	Gr. 1 Field Trip & Presentation
Person responsible:	Gravelle, Pamela
Purpose and timelines:	Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade One curriculum. In October, parents will be sent home a letter with the breakdown of the admission/presentation fees and bussing fees for each field trip/presentation. As a follow-up, at the end of October, parents are sent home an invoice with an itemized listing of all fees, in which it is listed as a separate item. The fee includes the following field trips and presentations (to date and are not limited

to the following: Ft. Saskatchewan Downtown Walk T-Pet Senses Presentation Christmas Clay for Kids Project Pioneer Christmas Presentation T-Pet Building Presentation T-Pet Creating Colour Presentation T-Pet My World Presentation Strathcona Wilderness Presentation Valley Zoo

Revenue to collect:

Fees charged to parents on a cost recovery basis, a breakdown of the fees, which includes admission and bussing is provided to parents.

Items/Services to be purchased:

Field trip admission fees, in class presentation fees, and bussing required for these events.

Surplus/Deficit Handling Plan:

If there are surplus funds remaining at the end of the school year, in the amount of \$5.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 3 foster children. Any Surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

Project name:

Gr. 2 Field Trip & Presentation

Person responsible:

Gravelle, Pamela

Purpose and timelines:

Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade Two curriculum. In October, parents will be sent home a letter with the breakdown of the admission/presentation fees and bussing fees for each field trip/presentation. As a follow-up, at the end of October, parents are sent home an invoice with an itemized listing of all fees, in which it is listed as a separate item. The fee includes the following field trips and presentations: T-Pet Acadia Presentation T-Pet Inquiring Minds Presentation T-Pet Small Animals Presentation T-Pet Boats Presentation T-Pet Magnetism Presentation T-Pet Dream Catchers Presentation T-Pet Exploring Liquids Presentation Edmonton Symphony Fort Edmonton Park

Revenue to collect:

Fees charged to parents on a cost recovery basis with a breakdown of the fees.

Items/Services to be purchased:

Field trip admission fees, in class presentation fees, and bussing required for these events.

Surplus/Deficit Handling Plan:

If there are surplus funds remaining at the end of the school year, in the amount of \$5.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 3 foster children. Any Surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

Project name:

Gr. 3 Field Trip & Presentation

Person responsible:

Gravelle, Pamela

Purpose and timelines:

Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade Three curriculum. In October, parents will be sent home a letter with the breakdown of the admission/presentation fees and bussing fees for each field trip/presentation. As a follow-up, at the end of October, parents are sent home an invoice with an itemized listing of all fees, in which it is listed as a separate item. The fee includes the following field trips and presentations (to date, and not limited to the following) : Ukrainian Village T-Pet Soapstone Penguin Presentation Lego Bridges Presentation T-Pet Communities in Our World Presentation T-Pet Hearing & Sound Presentation Peruvian Masks Presentation

T-Pet Life Cycles Presentation Mother's Day & Father's Day Projects Sherwood Park Bowl & Rec Swim

Revenue to collect:	Fees charged to parents on a cost recovery basis in the amount with a breakdown of the fees, which includes admission and bussing,
Items/Services to be purchased:	Field trip admission fees, in class presentation fees, and bussing required for these events.
Surplus/Deficit Handling Plan:	If there are surplus funds remaining at the end of the school year, in the amount of \$5.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our 3 foster children. Any Surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

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Project name:	Gr. 3 Recreational Swimming
Person responsible:	Gravelle, Pamela
Purpose and timelines:	Fees are charged in order for students to participate in recreational swimming. In October, parents will be sent home a letter with the breakdown of the lifeguarding fees and bussing fees for each recreational swimming date. As a follow-up, at the end of October, parents are sent home an invoice with an itemized listing of all fees, in which it is listed as a separate item.
Revenue to collect:	Fees charged to parents on a cost recovery basis in the amount with a breakdown of the fees, which include admission and bussing,
Items/Services to be purchased:	Pool rental, lifeguarding fees and transportation costs.
Surplus/Deficit Handling Plan:	If there are surplus funds remaining at the end of the school year, in the amount of \$5.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our foster children. Any Surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

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Project name:	Gr. 4 Field Trip & Presentation
Person responsible:	Gravelle, Pamela
Purpose and timelines:	Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Grade Four curriculum. In October, parents will be sent home a letter with the breakdown of the admission/presentation fees and bussing fees for each field trip/presentation. As a follow-up, at the end of October, parents are sent home an invoice with an itemized listing of all fees, in which it is listed as a separate item. The fee includes the following field trips and presentations (to date and not limited to) : Hands on Science Wheels & Levers Presentation OLA School Musical Theatre Performance T-Pet Alberta: A Sense of the Land Presentation Edmonton Symphony Waste Management Centre Hands on Science Light & Shadows Presentation Millennium Place Sunridge Ski Trip Recreational Skating
Revenue to collect:	Fees charged to parents on a cost recovery basis in the amount with a breakdown of the fees, which includes admission and bussing,
Items/Services to be purchased:	Field trip admission fees, in class presentation fees, and bussing required for these events.
Surplus/Deficit	If there are surplus funds remaining at the end of the school year, in the amount

**Handling Plan:** of \$5.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our foster children. Any Surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

**Project name:** Gr. 4 Recreational Swimming

**Person responsible:** Gravelle, Pamela

**Purpose and timelines:** Fees are charged in order for students to participate in recreational swimming. In October, parents will be sent home a letter with the breakdown of the lifeguarding fees and bussing fees for each recreational swimming date. As a follow-up, at the end of October, parents are sent home an invoice with an itemized listing of all fees, in which it is listed as a separate item.

**Revenue to collect:** Fees charged to parents on a cost recovery basis with a breakdown of the fees, which includes admission and bussing.

**Items/Services to be purchased:** Pool rental, lifeguarding fees and transportation costs.

**Surplus/Deficit Handling Plan:** If there are surplus funds remaining at the end of the school year, in the amount of \$5.00 or less per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our foster child. Any Surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

**Project name:** Health and Wellness

**Person responsible:** Gravelle, Pamela

**Purpose and timelines:** Funds are raised through fundraising projects/events including, but not limited to, Halloween family dance, spring dance, poinsettia sales, spell-a-thon, strawberry basket sales, bottle drive and Mable's Labels, in order to support various programs in OLA School during that year. It will be communicated to the parents by letters being sent home through the school advising them of the fundraiser and the intended use of the revenue.

**Revenue to collect:** Sale proceeds from the fundraising projects/events and money collected from the donation of bottles from parents to the bottle drive.

**Items/Services to be purchased:** All funds allocated to Health and Wellness will be used to support projects that enhance the physical health and well being of the students, including, but not limited to the apple program, milk program, hot lunches, skill building activities and special presentations on Health and Wellness.

**Surplus/Deficit Handling Plan:** Remaining funds at the end of the year will remain in that account for expenses in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year.

**Project name:** Hot Lunch Program

**Person responsible:** Gravelle, Pamela

**Purpose and timelines:** Funds are raised through the sale of pre-ordered on-line hot lunches, which provide every student in Gr. 1-4 the opportunity to have a specialty hot lunch in OLA School during that year. It will be communicated to the parents by letters being sent home through the school advising them of the sign-up procedures as well as through e-mails.

**Revenue to collect:** Revenue is collected from the Hot Lunch orders submitted by parents online through the OLA School Hot Lunch Program.

Items/Services to be purchased:	Hot lunch orders purchased and pre-ordered by parents.
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in that account for expenses in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year, and they will also support families in need in collaboration with OLA School Council
Project name:	Kanga Pouches
Person responsible:	Gravelle, Pamela
Purpose and timelines:	Kanga Pouches are used by students to take home notes, agendas, reading books, etc. This will ensure materials are protected to and from school, especially from water bottles and lunches. Parents are sent home a supply list for the upcoming year which includes the request of a Kanga Pouch and the cost. Parents have the option of whether or not to purchase one for their child. If they would like to purchase one, they are available at the office.
Revenue to collect:	Fees charged to parents in the amount of \$8.50 each in September, as they were preordered at the old price. Fees charged to parents in October will be in the amount of \$9.50 as the reorder price is accordingly to new pricing for this year.
Items/Services to be purchased:	Kanga Pouches
Surplus/Deficit Handling Plan:	There should be no surplus or deficit as fees are charged on a cost recovery basis. However, any surplus funds will be used to purchase more Kanga Pouches. Any deficit will be covered by funds in the general account and a Journal Entry transfer will be made to bring the account to zero.
Project name:	Learning Common & Makerspace
Person responsible:	Gravelle, Pamela
Purpose and timelines:	Funds are raised through fundraising projects/events and donations. Events will be communicated to the parents by letters and emails sent home through the school advising them of the fundraiser and the intended use of the revenue. Donation requests are also solicited through the weekly newsletter.
Revenue to collect:	Sale proceeds from the fundraising projects/events and money collected from donations. Donated items are also being accepted.
Items/Services to be purchased:	All funds and donations will be used to enhance our Learning Commons and expand our Makerspace potential.
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in the account for expenses in future years and replacement of supplies/furniture.
Project name:	Library
Person responsible:	Gravelle, Pamela
Purpose and timelines:	Book Fair and Lost or Damaged Library Material Fines Students are send home with a flyer advertising the Book Fair and it is also advertised to parents in the weekly newsletter. Lost or Damaged Library Fines are invoiced out to parents and a statement is sent home with the student.
Revenue to collect:	Funds are collected during our annual Book Fair for books purchased, and funds are collected from staff and students for damaged or lost library materials. Revenue collected during the Book Fair goes directly to the book vendor to cover their inventory costs. In return, we receive credit towards new resources for our library and classrooms. Funds collected for lost or damaged library materials goes directly to purchasing replacement materials.
Items/Services to be purchased:	
Surplus/Deficit Handling Plan:	In the event of a surplus, library books will be purchased.

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Project name:	Library Bags
Person responsible:	Gravelle, Pamela
Purpose and timelines:	Each child will receive, at the start of the school year, a protective plastic bag for their library book loans. This will ensure library materials are protected to and from school, especially from water bottles and lunches.
Revenue to collect:	On a cost-recovery basis for subsequent bags, as the first one is provided as part of the school supplies.
Items/Services to be purchased:	Protective plastic bags.
Surplus/Deficit Handling Plan:	Any surplus funds will be used to purchase library bags for the following school year. Any deficit will be covered by funds in the general account and a Journal Entry transfer will be made to bring the account to zero.

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Project name:	Literacy and Library
Person responsible:	Gravelle, Pamela
Purpose and timelines:	Funds are raised through fundraising projects/events including, but not limited to, Halloween family dance, spring dance, poinsettia sales, spell-a-thon, bottle drives, etc. through School Council. Funds are raised to support various programs at OLA. It will be communicated to the parents by letters being sent home through the school advising them of the fundraiser and the intended use of the revenue.
Revenue to collect:	Sale proceeds from the fundraising projects/events and money collected from the donation of bottles from parents to the bottle drive.
Items/Services to be purchased:	All funds allocated to Literacy and Library will be used to support literacy projects and the purchase of new library books and/or supplies.
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in that account for expenses in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year.

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Project name:	Lunch Program
Person responsible:	Gravelle, Pamela
Purpose and timelines:	The Ft. Saskatchewan Food Gatherers provide funds to pay for lunches and snacks for students who are in need.
Revenue to collect:	It was a donation by the Ft. Saskatchewan Food Gatherers and we submit a bill to them each year to reimburse the account with monies spent.
Items/Services to be purchased:	Healthy snacks
Surplus/Deficit Handling Plan:	Remaining funds at the end of the year will remain in this account for the next year.

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Project name:	Milk Program
Person responsible:	Gravelle, Pamela
Purpose and timelines:	Funds are raised through the sale of pre-ordered milk, which provides every student in Gr. K-4 the opportunity to have milk with their lunch on Mondays and Wednesdays throughout the school year. It will be communicated to the parents by letters, containing program information and order form, being sent home through the school with the students.
Revenue to collect:	Revenue is collected from the milk orders submitted by parents.
Items/Services to be purchased:	Moo Club Reward prizes will be purchased for students from the proceeds of the Milk Program. All excess proceeds will be used to support fine arts presentations, the school music program, religious enhancement projects,

bussing expenses and field trip fees of students from families experiencing financial hardship.

**Surplus/Deficit Handling Plan:** Remaining funds at the end of the year will remain in that account for expenses in future years or to make a lump sum payment to offset any shortfalls experienced throughout the year.

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**Project name:** OLA Power Options

**Person responsible:** Gravelle, Pamela

**Purpose and timelines:** Fees are required to cover the costs of materials and supplies needed to offer our students additional and enhanced programming opportunities to support student learning through our Power Options program held during the afternoons on the first Wednesday of each month beginning in October. The program will be communicated to parents in the school Smore and to the PSC. Parents are sent home an invoice with an itemized listing of all fees, in which it is listed as a separate item.

**Revenue to collect:** Parents will contribute to Power Option costs for this enhanced programming.

**Items/Services to be purchased:** Materials and supplies needed to offer an activity by the teacher which the teacher has chosen to do with the students for Power Options.

**Surplus/Deficit Handling Plan:** Surplus will be used to replenish broken equipment and purchase additional equipment to offer a greater variety of Power Options. Any Deficit will be covered by transferring funds from our General Account.

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**Project name:** Pre-K Field Trips and Presentations

**Person responsible:** Gravelle, Pamela

**Purpose and timelines:** Fees are required to go on field trips and to bring in educational presentations to support student learning which are directly related to the Pre-Kindergarten programming. Parents will be sent home a letter with the breakdown of the admission/presentation fees for each field trip/presentation. As a follow-up, at the end of each month, parents will be sent home an invoice with an itemized listing of all fees, in which each field trip/presentation is listed as a separate item, if fees are outstanding. Please note that parents are responsible for the transportation of their child to and from these field trips and presentations held on Wednesday, as the Pre-K program does not make those arrangements.

**Revenue to collect:** Fees charged to parents are on a cost recovery basis.

**Items/Services to be purchased:** Field trip admission fees and in class presentation fees required for these events.

**Surplus/Deficit Handling Plan:** Any surplus funds will be used to subsidize future field trips and presentation. If there are surplus funds remaining at the end of the school year, in the amount of less than \$2.00 per student, it will be transferred to our Foster Children Sponsorship account to subsidize the yearly annual sponsorship fees for our foster child. Any Surplus funds in the amount of more than \$2.00 per student will be reimbursed to the student by way of a credit to your fees account in PowerSchool. Any Deficit will be covered by transferring funds from our General Account.

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**Project name:** Social Justice Projects

**Person responsible:** Gravelle, Pamela

**Purpose and timelines:** Our school, will participate in various social justice activities such as but not limited to, supporting sponsor children and working with Valeda House. A note is sent home in students' agendas advising parents of each of the fundraising events.

**Revenue to collect:** Special fundraising activities put on by the students and staff- eg. Bake sales, ,



silver collection at ECS Christmas party, VIP Parking and Christmas Concert Seats Raffle

Items/Services to be purchased: All funds will be donated to the projects/charities as communicated for each individual fundraiser, with the largest being Valeda House and our foster child.

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will remain in that account to sponsor expenses for our foster child in future years or to make a lump sum payment to purchase a special item.

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Project name: Student Leadership

Person responsible: Gravelle, Pamela

Purpose and timelines: Project is to create leadership capacity in students, while supporting the goals and community spirit of the school. Funds are provided from fundraising projects that are advertised in our school weekly newsletter as well as by notes going home with students.

Revenue to collect: Special fundraising activities put on by the students of the Leadership group, in the current school year, as well as excess funds raised in the previous school year from their fundraising projects.

Items/Services to be purchased: Funds will be used to include but not limited to the purchase of clothing for the Leadership group members, fees for retreats and various celebration expenses.

Surplus/Deficit Handling Plan: Remaining funds at the end of the year will remain in that account to be used as a start-up fund for the program in the next school year.

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Project name: Student Planner

Person responsible: Gravelle, Pamela

Purpose and timelines: Student Planners are required for each Gr. 1-4 student which are to be used for communicating between the teacher and parents.

Revenue to collect: Fees are charged to parents for all subsequent replacements costs, as the first student planner is provided at no cost to the children.

Items/Services to be purchased: Student Planners

Surplus/Deficit Handling Plan: There should be no surplus or deficit as fees are charged on a cost recovery basis. However, any surplus funds will be transferred into our General Account. Any deficit will be covered by funds in the general account and a Journal Entry transfer will be made to bring the account to zero.

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Project name: Technology & Furnishings

Person responsible: Gravelle, Pamela

Purpose and timelines: An application is completed and submitted with a list of items that would be purchased with the funds. Funds are also raised through fundraising projects/events including, but not limited to, Halloween family dance, spring dance, poinsettia sales, spell-a-thon, bottle drive, in order to support various programs at OLA during that year. It will be communicated to the parents by letters being sent home through the school advising them of the fundraiser and the intended use of the revenue.

Revenue to collect: Monies received through grants as well as the sale proceeds from the fundraising projects/events and money collected from the donation of bottles from parents to the bottle drive and recyclables at school returned for deposit.

Items/Services to be purchased: A list is submitted with the grant application and the funds must be used to purchase those specified items. Any other funds allocated to Technology will be used to purchase new technology items.

Surplus/Deficit Handling Plan: Any remaining funds from additional allocations at the end of the year will remain in that account for expenses in future years or to make a lump sum

payment to offset any shortfalls experienced throughout the year.

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Project name: Terry Fox  
Person responsible: Gravelle, Pamela  
Purpose and timelines: Fundraiser for The Terry Fox Foundation in which a note is sent home with each student with an attached donation sheet.  
Revenue to collect: Donations collected by students.  
Items/Services to be purchased: All donations are sent to The Terry Fox Foundation.  
Surplus/Deficit Handling Plan: No surplus or deficit at the end of the project, as all funds collected are forwarded to The Terry Fox Foundation.