

## SCHOOL GENERATED FUNDS - PROJECT PLAN

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Library**

**PERSON RESPONSIBLE: Richard Cameron/Elaine Skarsen/Cindy Hornseth**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

- Note is written in student agenda stating the situation if the book is lost or damaged attached with a bill of amount owing

**What sources of revenue are to be collected?**

- Fees/fines are collected for lost or damaged books.
- Book fairs are hosted 3x throughout the year as fundraisers. Parents/teachers can purchase books/supplies in support of the library fundraiser

**What will be purchased with the funds?**

- Books to replace lost or damaged books are purchased as well as additional library supplies, decorating supplies and student incentives (prizes)

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

- Surplus is to remain in category to be carried over to the next school year

*Cindy Hornseth*

Person Responsible

*Feb 20, 2018*

Date

Principal

*Richard Cameron*

*Feb 13, 2018*

Date

**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Ambassadors**

**PERSON RESPONSIBLE: Jody Centazzo/Samantha Hesterman/Richard Cameron**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

- 1 year/ongoing
- Ambassador hot lunch, field trip, bake sale revenue is collected to pay for cost of field trips, fundraising expense, and classroom consumables
- (craft supplies, gifts/prizes, incentives, shared lunch)
- Information is shared to staff/parents/students via social media, newsletter, text, email, etc.

**What sources of revenue are to be collected?**

- Hot Lunch
- Field Trips
- Bake sale

**What will be purchased with the funds?**

- Yearend treats/party (shared lunch), holiday treats, and any extra rewards that need to be purchased for students
- Field Trips

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

- Surplus/deficits rollover to the next year

Samantha Hesterman  
Person Responsible

01/12/18  
Date

Richard Cameron  
Principal

Feb 13/18  
Date

**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: All Kindergarten (KDR,KS,KCH,KM,KC)**

**PERSON(S) RESPONSIBLE: Richard Cameron/Elaine Skarsen/K Teachers**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

- 1 year term
- Kindergarten hot lunch, field trip, bake sale and t-shirt order revenue is collected to pay for cost of field trips, fundraising expense, and classroom consumables (craft supplies, gifts/prizes, incentives, shared lunch)
- Information is shared to staff/parents/students via social media, newsletter, text, email, etc.
- Communicated to staff/parents/students via email, text, social media, newsletter, etc.

**What sources of revenue are to be collected?**

- Hot Lunch
- Field Trips
- Bake sale
- Kindergarten t-shirt

**What will be purchased with the funds?**

- Cost of Field Trips
- Classroom Supplies (consumables, craft supplies, gifts, incentives, shared lunch, snacks)

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

- Surplus is transferred into the Concession/General category
- Deficits are to be replaced by funds in Concession/General category

Cindy Sage-Schuelke

Person Responsible

Richard Cameron

Principal

Feb 12/18

Date

Feb 13/18

Date

**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Grade 1 (1S/1J/1G/1P)**

**PERSON(s) RESPONSIBLE: Richard Cameron/Elaine Skarsen/Grade 1 Teachers**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

- 1 year term
- Grade 1 hot lunch and field trip revenue is collected to pay for cost of field trips, fundraising expense, and classroom consumables (consumables, gifts, incentives, shared lunch)
- Information is shared to staff/parents/students via social media, newsletter, text, email, etc.

**What sources of revenue are to be collected?**

- Hot Lunch
- Field Trips

**What will be purchased with the funds?**

- Cost of Field Trips
- Classroom Consumables (gifts, incentives, shared lunches)

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

- Surplus is transferred into the Concession/General category
- Deficits are to be replaced by funds in Concession/General category

*Kathie Gibbons*

Person Responsible

*Richard Cameron*

Principal

*Jan Feb 12/18*

Date

*Feb 13/18*

Date

### **SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Grade 2 (2H/2S/2P/2N/2F)**

**PERSON(S) RESPONSIBLE: Richard Cameron/Elaine Skarsen/Grade 2 Teachers**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

- 1 year term
- Grade 2 hot lunch and field trip revenue is collected to pay for cost of field trips, fundraising expense, and classroom consumables (consumables, gifts, incentives, shared lunch)
- Information is shared to staff/parents/students via social media, newsletter, text, email, etc.

**What sources of revenue are to be collected?**

- Hot Lunch
- Field Trips

**What will be purchased with the funds?**

- Cost of Field Trips
- Classroom Supplies (consumables, gifts, incentives, shared lunch)

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

- Surplus is transferred into the Concession/General category
- Deficits are to be replaced by funds in Concession/General category

*Shala Herrera*  
Person Responsible

*02/12/18*  
Date

*Richard Cameron*  
Principal

*Feb 13/18*  
Date

**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Grade 3 (3LG/3M/3D/3W)**

**PERSON(S) RESPONSIBLE: Richard Cameron/Elaine Skarsen/Grade 3 Teachers**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

- 1 year term
- Grade 3 hot lunch and field trip revenue is collected to pay for cost of field trips, fundraising expense, and classroom consumables (consumables, gifts, incentives, shared lunch)
- Information is shared to staff/parents/students via social media, newsletter, text, email, etc.

**What sources of revenue are to be collected?**

- Hot Lunch
- Field Trips

**What will be purchased with the funds?**

- Cost of Field Trips
- Classroom Supplies (consumables, gifts, incentives, shared lunch)

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

- Surplus is transferred into the Concession/General category
- Deficits are to be replaced by funds in Concession/General category

Stacy Mercer  
Person Responsible

Richard Cameron  
Principal

Feb 12/18  
Date

Feb 13/18  
Date

**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Grade 4 (4M,4IS,4L,4D)**

**PERSON(S) RESPONSIBLE: Richard Cameron/Elaine Skarsen/Grade 4 Teachers**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

- 1 year term
- Grade 4 hot lunch and field trip revenue is collected to pay for cost of field trips, fundraising expense, and classroom supplies (consumables, gifts, incentives, shared lunch)
- Information is shared to staff/parents/students via social media, newsletter, text, email, etc.

**What sources of revenue are to be collected?**

- Hot Lunch
- Field Trips

**What will be purchased with the funds?**

- Cost of Field Trips
- Classroom Supplies (consumables, gifts, incentives, shared lunch)

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

- Surplus is transferred into the Concession/General category
- Deficits are to be replaced by funds in Concession/General category

Ashley MacLean (for gr. 4)

Person Responsible

Richard Cameron

Principal

Feb. 12/18

Date

Feb 13/18

Date

**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Half Day Preschool**

**PERSON RESPONSIBLE: Richard Cameron/Elaine Skarsen/Chantelle Tercier**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

- 1 year
- Preschool Photo session
- Cover cost of personalized stuffed animal (each student)
- Replace worn out toys
- Year-end field trip to Ye Olde Maclean Hobby Farm
- Graduation day celebration ceremony
- Information is communicated via newsletter

**What sources of revenue are to be collected?**

- Fundraising only

**What will be purchased with the funds?**

- Props for prop boxes (dramatic play)
- Toy replacement
- Year-end field trip
- Graduation ceremony

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

- Surplus/deficits are to be rolled over to the next school year

*(Chantelle)*  
*CTercier*

Person Responsible

*Richard Cameron*

Principal

*Feb 12/18*

Date

*Feb 13/18*

Date



**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Music**

**PERSON(s) RESPONSIBLE: Richard Cameron/Elaine Skarsen/Cyndie Kissel**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

- 1 year term
- Music hot lunch revenue is collected to purchase classroom supplies (consumables, gifts, incentives, shared lunch)
- Information is shared to staff/parents/students via social media, newsletter, text, email, etc.

**What sources of revenue are to be collected?**

- Hot Lunch

**What will be purchased with the funds?**

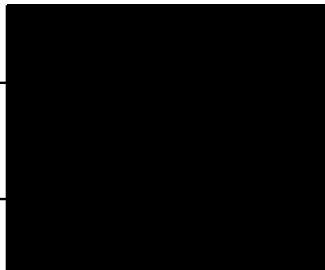
- Classroom Supplies (consumables, gifts, incentives, shared lunch)

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

- Surplus/Deficits are carried over to the next year

*Cyndie Kissel*  
Person Responsible

*Richard Cameron*  
Principal



*Feb. 12/18*  
Date

*Feb 13/18*  
Date

**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Breakfast Program**

**PERSON RESPONSIBLE: Jody Centazzo/Richard Cameron/Elaine Skarsen**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

**The breakfast program is an ongoing program that supports all children of the school. The program is communicated to staff and students.**

**What sources of revenue are to be collected?**

**Hot lunch and donation revenue is collected.**

**What will be purchased with the funds?**

**Food, supplies, appliances and anything else needed to enhance the program is purchased.**

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

**Surplus/deficits are carried over.**

  
Person Responsible

  
  
Principal

  
Date

Feb. 12/18

  
Date

Feb 13/18

**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: OSC**

**PERSON(S) RESPONSIBLE: Robyn Black/Richard Cameron/Elaine Skarsen**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

- 1 year
- Field trips
- All projects are communicated by social media, text messages, and verbally.

**What sources of revenue are to be collected?**

- Little Caesars Pizza fundraiser
- Sobeys gift cards fundraiser

**What will be purchased with the funds?**

- Cost of field trips (skating, swimming, etc.)

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

- Surplus will be spent on the purchase of equipment and/or supplies to enhance the OSC program.

Robyn Black  
Person Responsible

Richard Cameron  
Principal

02/12/18  
Date

Feb 13/18  
Date

**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Concession/General**

**PERSON RESPONSIBLE: Richard Cameron/Elaine Skarsen/Cindy Hornseth**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

**The concession funds go towards fundraising. Funds pay for projects, fees, activities, etc.**

**What sources of revenue are to be collected?**

**Revenue for this account is collected via fundraising (concession funds), surplus from classroom funds, donations and miscellaneous revenue.**

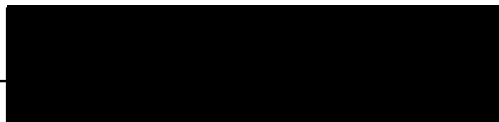
**What will be purchased with the funds?**

**Funds from this category are used towards school based activities, student fees (field trips), luncheon (teacher/volunteer), and any other expenses that occurred throughout the school year.**

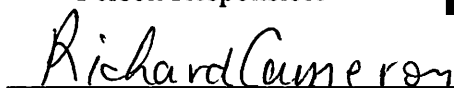
**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

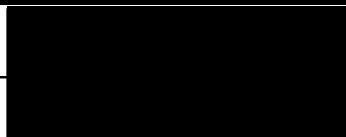
**Surplus/deficits are carried over.**

  
Person Responsible



Feb 12/18  
Date

  
Principal



Feb 13/18  
Date

**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Other Charitable Organizations**

**PERSON(S) RESPONSIBLE: Richard Cameron/Elaine Skarsen**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

**This category 1 year project and is strictly used for monies going in/out going directly to the charitable Organizations, like Heart n' Stroke Foundation, Terry Fox Run, Stollery, etc. Fundraisers include pancake breakfast sale, "best seat in the house," raffle tickets, etc. This information is communicated to staff/parents/students through social media, newsletters, emails, and text messages.**

**What sources of revenue are to be collected?**

**Donations and fundraising.**

**What will be purchased with the funds?**

**All monies are directly given to the charity selected by the Sac Administrator. The charitable recipient could include and family in need (cover medical expenses), an organization (Heart & Stroke, Terry Fox Run, The Stollery, etc.)**

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

**No surplus or deficits should ever be held in this account.**

*Elaine Skarsen*

Person Responsible

*Richard Cameron*

Principal

*Feb 12/18*

Date

*Feb 13/18.*

Date

**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Ski Trip**

**PERSON(S) RESPONSIBLE: Richard Cameron/Elaine Skarsen**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

- 1 year
- Cost of Kinosoo Ridge fees
- Communicated to staff/parents/students
- Newsletters, social media, text, email

**What sources of revenue are to be collected?**

- Kinosoo Ridge Fees (Lift/Rental/Bufett)

**What will be purchased with the funds?**

- Direct cost of the Ski hill invoice
- School Cash bank charge

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

- Surplus is to remain in category to be carried over
- Deficits are to be made up from the Concession/General category

Elaine Skarsen  
Person Responsible

Richard Cameron  
Principal

Feb 12/18  
Date

Feb 13/18  
Date

**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Staff Coffee**

**PERSON(S) RESPONSIBLE: Richard Cameron/Elaine Skarsen**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

- 1 year
- Optional staff fees (coffee/water offered to staff)
- Communicated by email, staff meeting

**What sources of revenue are to be collected?**

- Coffee and water fee

**What will be purchased with the funds?**

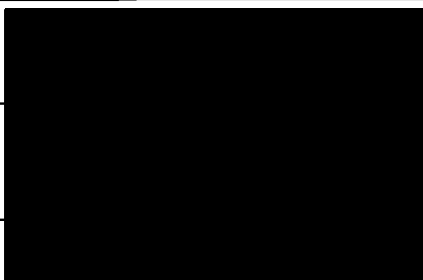
- Coffee, coffee filters, sugar
- bottled water

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

- Surplus/deficits are carried over each year

*Elaine Skarsen*  
Person Responsible

*Richard Cameron*  
Principal



*Feb 12/18*  
Date  
*Feb 13/18*  
Date

**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Staff Funds - Party**

**PERSON(S) RESPONSIBLE: Staff Committee/Richard Cameron/Elaine Skarsen**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

Staff party funds are used to cover staff Christmas party and staff year end party. It is communicated verbally, email, and text.

**What sources of revenue are to be collected?**

Revenue is collected by payment from division office at Christmas – as set price for each staff member.

Also a fee is charged to each staff member attending the function.

**What will be purchased with the funds?**

Yearend party/Christmas party.

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

Funds are to be carried over each year. Deficits are to be obtained via employee cost of party.

*Elaine Skarsen*

Person Responsible

*Richard Cameron*

Principal

Date

*Feb 12/18*

Date

*Feb 13/18*



**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Staff Gift Funds**

**PERSON(S) RESPONSIBLE: Richard Cameron/Elaine Skarsen/Jody Centazzo/Cindy Hornseth**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

**The purpose of the staff gift fund is to purchase gift throughout the year to staff members leaving, having a baby, getting married, or other occasions. Staff fees are collected at the beginning of the school year, it is communicated vis email, text messages and verbally.**

**What sources of revenue are to be collected?**

**Required fees from each staff member.**

**What will be purchased with the funds?**

**Gifts for staff members on special occasions.**

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

**The balance is to be carried over each year. Deficits are to be taken from increased staff fees for the next school year.**

*Elaine Skarsen*

Person Responsible

*Richard Cameron*

Principal

*Feb 12/18*

Date

*Feb 13/18*

Date

**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Swimming Lessons**

**PERSON(S) RESPONSIBLE: Richard Cameron/Elaine Skarsen**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

- 1 year
- Direct cost of swimming lessons
- Communicated via email, newsletter, text, social media, etc. to parents, staff, and students

**What sources of revenue are to be collected?**

- Swimming fees

**What will be purchased with the funds?**

- Cost of swimming
- School cash (bank charges)

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

- Surplus/deficits are carried over each year

*Elaine Skarsen*

Person Responsible

*Richard Cameron*

Principal

*Feb 12/18*

Date

*Feb 13/18*

Date

**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Yearbooks**

**PERSON(S) RESPONSIBLE: Skye Christians/ Elaine Skarsen/ Richard Cameron**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

- 1 year
- Cost of yearbook
- Communicated to parents, staff, students via email, text, social media, newsletter

**What sources of revenue are to be collected?**

- Cost of yearbook

**What will be purchased with the funds?**

- Cost of yearbook
- School cash (bank charge)

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

- Surplus/deficits are to be carried over each year

*Elaine Skarsen*

Person Responsible

*Richard Cameron*

Principal

*Feb 12/18*

Date

*Feb 13/18*

Date

**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2016-2017**

**PROJECT NAME: Miscellaneous**

**PERSON(S) RESPONSIBLE: Richard Cameron/Elaine Skarsen**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

**It is communicated to individuals purchasing the service, and to parent council. Funds are directed towards student incentives, supplies, field trip cost, equipment, volunteer luncheon, etc.**

**What sources of revenue are to be collected?**

**Fees are collected from user groups, public photocopying/laminating, and other miscellaneous charges.**

**What will be purchased with the funds?**

**Funds pay for incentives for students, supplies, field trips, equipment, volunteer luncheon and any other miscellaneous expense that arises.**

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

**Monies get rolled over each year. Deficits are made up from the next year's earnings.**

*Elaine Skarsen*

Person Responsible

*Richard Cameron*

Principal

*Feb 12/18*

Date

*Feb 13/18*

Date

**SCHOOL GENERATED FUNDS - PROJECT PLAN**

**SCHOOL: DUCLOS**

**YEAR: 2017-2018**

**PROJECT NAME: Back to Budget**

**PERSON RESPONSIBLE: Richard Cameron/Elaine Skarsen**

**Purpose and timelines of project. How is the purpose of the project to be communicated to stakeholders before they provide funds?**

**This category is used to take in busing, OSC, Care to Learn Preschool and supply fees and other budget cost fees/expense.**

**What sources of revenue are to be collected?**

**Revenue is collected via student supply/registration/monthly fees.**

**What will be purchased with the funds?**

**Monies collected are reimbursed each month back to NLPS.**

**Instructions for any surplus or deficit at the end of the project. How is this to be communicated with stakeholders who provided funds?**

**Monies are to remain in category and paid out by monthly GL reimbursements.**

*Elaine Skarsen*

Person Responsible

*Richard Cameron*

Principal

*Feb 12/18*

Date

*Feb 13/18*

Date