

Catholic Development Office

Development Work 4-24-2025

Fundraising Events

- ✓ Gala 2025 follow-up: event bookkeeping and distribute first installment of payments to schools, get ticket and auction solicitation lists updated and in Gala 2026 file, make Committee notes for Gala 2026, get all supplies put back into storage, update Gala database of donors and buyers, design/write new thank you letters (seven kinds of thanks yours in all needed), prepare all information to merge into thank you letters, and prepare mailing. (Follow-up is about 2/3 done as of 4-24-25.)
- ✓ Get the students' Gala Raffle prizes ready and distributed. Give notice to the school offices of students who still have unsold raffle tickets to turn in.
- ✓ Evaluate overall components of Gala 2025 and update notes for Gala 2026.
- Help prepare publicity for the upcoming Ryder Cup Golf Tournament as directed by Dan.
- Meet with Alumni Association Officers who will assist with the food and fun of the Ryder Cup Tournament.
- Compose Children's Scholarship Fund Tuition Assistance letters and mail.

Strategic Planning for the Development Office/Program

- ✓ Review and update Development's Strategic Plan.
- ✓ Invite new Blue Ribbon memberships to help fund the Catholic Development Office. (Met with Blue Ribbon Officers 4-18-25, who will contact new potential members.
- ✓ Support all classes that are planning class reunions. Class contact information and calendar/scheduling is available
- Expand alumni relations: Begin contacting members of each class to be class contacts to assist in updating alumni address information.
- Evaluate the new events this year and research new efforts/events.

Development Office Operations

- Design and compose upcoming 300 Club letters or other correspondence as needed.
- ✓ Continue to keep database updates and donor records with follow-up thank yous.
- ✓ Manage and conduct regular day-to-day office work.
- ✓ Updated the system-wide calendar.
- Begin annual archive updates for future history reference. The Development Office for Cedar Catholic updates this every spring and summer.

Publications & Publicity

- ✓ Continue to give Dan Hoelsing all information, reports, and publicity pieces to post on cedarcatholic.org.
- Consider other publicity pieces updates. For example, the Cedar Facts & Stats sheet.

Financials & Financial Assistance to Catholic Schools

- Gala 2025 follow-up: pay bills, collect unpaid invoices, notify buyers of not picked up items, and make sure gift certificates and transfer gifts are followed through. (Follow-up is about 2/3 done as of 4-24-25.)
- ✓ Distributed first installment payments for the school's budgets, funded by Gala 2025.
- ✓ Pay development bills semi-monthly and do bookwork.
- Expand Blue Ribbon membership to fund Catholic Development office expenses.
- Cultivate and invite other gifts and estate bequests.
- Continue to seek budget, tuition assistance, and special request gifts.
- Continuing to invite gift donations to the Dick Kuhn Memorial Bus Fund to go with the \$20,300 donated at Gala 2025. Donations are appreciated in the upcoming weeks to update Cedar's buses with a newer used school bus

Development Upcoming Event Dates to Note:

First Cedar Catholic Ryder Cup Golf Tournament, July 5
Cedar Catholic Truck Raffle on Homecoming, September 19
Fall Shoppe & Savour Vendor Show, tentatively November 8
Cedar Catholic Prime Rib Blitz Dinner & Raffle, tentatively November 22
Open of Online Christmas Raffle, Sunday, November 23, till Close on December 6.