

Catholic Development Office

Development Work 3-12-2025

Fundraising Events

- ✓ Get reorganization letters out to all other Gala Committees and volunteers.
- ✓ Follow up and contact Auction Committee members to complete solicitations to get into the Gala book and online auction lists. As of today, we have 185 items on the Grand Auction and over 600 on the Pre-Gala Online and Silent Auction.
- ✓ Continue working with Andrea by processing auction acquisition gift forms for data entry.
- ✓ Check in and put away Gala 2025 gifts as turned in.
- ✓ Double-check and go through all gifts to be listed as needed.
- Get the Auction list to Kristi by tomorrow for her to complete updating all the Auction Certificates
- ✓ Register actual business/individual certificates as they come in.
- Process Gala Raffle tickets as they are turned in. Hopefully, this next week, by MONDAY will be super busy with the needed sold raffle tickets from students.
- Complete Gala book pages and get them to the printer this week to get books done by the first part of next week – two weeks before the event.
- ✓ Finalized Gala Committees and sent letters to all, as well as post committee job descriptions on cedarcatholic.org
- ✓ I have contacted via phone most 8th, 9th, and 10th-grade parents (who did not help with the Fall Blitz) and had Sheila send text reminders of this, their year to help serve, be kitchen helpers, or miscellaneous jobs at the Gala. They also received information last fall and other publicity reminders. The parents that I did not talk to or hear back from will be assigned what is needed of them to help the evening of the Gala.
- ✓ Letters will be sent out to 8th, 9th, 10th grade parents this week.
- Tend to the many other Gala details to be reviewed as we go.
- Focus on Gala Auction items publicity in the next week.
- Go full scale on Gala publicity.

Strategic Planning for the Development Office/Program

- ✓ Review and update Development's Strategic Plan.
- ✓ Schedule a follow-up meeting with the Strategic Planning group leaders.
- Invite new Blue Ribbon memberships to help fund the Catholic Development Office.
- ✓ Research ways to enhance and expand Alumni Relations.
- ✓ Begin to Cedar Catholic Ryder Cup Golf Tournament. (July 5th) (Dan Hoelsing)
- Research new profitable fundraising efforts/events. June 1st, a Go – Give Big Red Day as the wind-up of the 2024-25 Annual Drive.

Development Office Operations

- Design and compose letters 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.

Publications & Publicity

- ✓ Continue to give Dan Hoelsing all information, reports, and publicity pieces to post on cedarcatholic.org. ([Gala publicity.](#))
- ✓ Cedar's Annual Report IS DONE and MAILED!!! YAY!!

Financials & Financial Assistance to Catholic Schools

- Continue to update Financial Reports.
- ✓ Pay development bills semi-monthly and do bookwork.
- Expand Blue Ribbon membership to fund Catholic Development office expenses.
- Cultivate and invite other gifts estate bequests.
- Continue to obtain budget, tuition assistance, and technology gifts.

Week of March 12-20th

- Complete Gala book pages and get printed this week to complete the Gala book in the first part of next week.
- Focus on Gala Auction item publicity.
- Record and process Gala Raffle tickets turned. (Kristi & Andrea) Need A Lot sold by the kids!!
- Complete updating all Gala auction certificates.
- Focus on Gala events tickets as turned in. Need Gala Ticket Sellers to get their tickets sold and turned in.
- Process Gala alumni raffle tickets.