

Catholic Development Office
September 2025 Development Work
9-3-25

Fundraising Events

- ✓ Prepare Cedar Catholic Ford F150 Truck Raffle promotional and publicity pieces/letters/flyers.
- ✓ Prepare and distribute truck ticket packets to truck ticket sellers.
- ✓ Prepare and arrange volunteers to place truck posters in regional locations.
- ✓ Take the Raffle truck to Riverboat Days, the parade, and the Fly In Breakfast to sell tickets.
- Display the Raffle truck at football games (no home volleyball games before drawing) and sell tickets before Homecoming/Drawing.
- Alice Pommer, 300 Club Chm., will be selling 300 Club chances also at the game.
- Monitor, support, and encourage successful ticket sales with ticket sellers.
- Data entry of ticket sales, deposit raffle proceeds, and oversee the ledger as ticket sales are turned in.
- ✓ Prepare print in bulletins and newspapers advertising for the truck raffle.
- ✓ Prepare and add to the new 300 Club buyers list.
- ✓ Make tickets, publicity pieces, and distribute.
- ✓ Conduct/assist 300 Club Chm. Alice Pommer with the CCHS 300 Club ticket sales and publicity.
- ✓ Plan and prepare the August Blue Ribbon Dinner – this year, a BBQ at the Learning Center - with the Blue Ribbon Exec Committee.
- ✓ Do publicity, letters, and RSVPs.
- Begin planning the CCHS Blitz and Fall Online Auction. (Parent and student helpers at events.)
- Begin Gala Auction new solicitation efforts and lists.
- Get Gala Grain solicitation letters out to the Grain Committee by mid-September.
- Get letter and photo from 2025-26 Annual Drive Honorary Chairs, Eric & Holly Dickes, for their letter to be sent immediately after the truck raffle.
- ✓ Met with Gala Decoration Committee to confirm Gala 2026 theme and preliminary décor plans.

Strategic Planning for the Development Office/Program

- ✓ Set date and begin plans for Alumni event next spring; set for Sunday, May 24 at Skylon Ballroom.
- Research ways to expand and enhance the upcoming CCHS Fall Blitz Dinner & Raffle and the scholarship luncheon.
- Expand Blue Ribbon memberships to help fund the Catholic Development Office. Check with the Blue Ribbon Executive Committee regarding prospective and new kinds of Blue Ribbon memberships.
- Discuss ways to involve our Catholic elementary schools in the process of expanding our services to raise additional funds for them.
- ✓ Review with principals the process and form for applying for unbudgeted needs.
- Contact people for each class as needed to assist in getting alumni contact information. Joani and Dan will do a letter to be sent to all alumni, inviting them to emphasize alumni engagement and marking the date for the May 24, 2026, Alumni event.
- Joani will write an update of information on the Alumni pages of the website.

Development Office Operations

- ✓ Continue to keep database updates and donor records.
- Dan and Sheila will train Joani and Kristi on how to use Flocknote.
- Complete installation and learn new lock/fab system in the MWAC front entry for Kristi to oversee.
- Thaw office fridge and clean. 😊
- ✓ Prepare reports for the Blue Ribbon dinner meeting.

Financials & Financial Assistance to Catholic Schools

- ✓ Complete information for the Archdiocesan financial audit.
- ✓ Compose a letter to coach bus donors to replenish the coach bus maintenance account.
- ✓ Complete past fiscal year and upcoming fiscal year financial reports and State Raffle Annual reports.
- ✓ Send monthly budget support checks to elementary schools. Cedar will wait to receive theirs, pending funds. Raise funds for monthly bills and payments to our Catholic schools' budgets.
- Continue to invite gifts to the Development fund for the Development Office and our schools' needs.
- Doing follow-up donor thanks.
- Expand Blue Ribbon membership to assist funding Catholic Development and school budgets.