

Catholic Development Office

Development January Work Summary 1-31-2025

Fundraising & Appreciation Events

- ✓ Collect payments, distribute purchased gifts, and follow up the Online Christmas Auction.
- ✓ Go full-blast on Gala Auction solicitations: get out-of-town solicitation letters ready and sent for Gala Committee members, distribute all auction lists/packets, and develop class letters/solicitations.
- ✓ Get reorganization letters out to all other Gala Committees and volunteers. [2/3 completed.](#)
- ✓ In-progress - Follow up weekly with Auction Committee member's contacts/solicitations.
- ✓ In progress - Check-in Auction gifts as turned in.
- ✓ Wind up the 2024 Christmas Remembrance appeal.
- ✓ Continue working with Andrea by processing auction acquisition gift forms for her to do data entry.
- ✓ Continue to check in and put away Gala 2025 gifts as turned in.
- ✓ Go through all gifts so far to make sure all are ready for data entry.
- ✓ Continue to work with the Gala Auction Committee to get their gift contacts made and turned in.
- ✓ Make a template/format for Andrea to enter Silent Auction data.
- ✓ Update and make corrections on Auction Solicitation Lists.
- ✓ Prepare/design Gala event tickets and prepare Gala Ticket Sellers packets.
- ✓ Approval from the Development Committee to raise Gala event advance tickets from \$40 per ticket to \$50. And tickets after the advance sale date to \$50 per ticket.
- ✓ Design the Gala Raffle ticket. Get raffle rules and parent letter to all principals for their approval for January distribution. Order printing of Gala raffle tickets.
- ✓ Follow-up/Evaluation of Blitz Committee.
- ✓ Follow-up Evaluation Meeting with Shoppe & Savour Market event. (Dan & Joani discussed it.)
- ✓ Designed, printed, and mailed Gala postcards to ticket sellers and buyers.
- ✓ Get Gala ticket packets out to ticket buyers.
- ✓ Transfer the Gala 2023 Grand Certificates template files to Kristi to begin updating for this year. Make a new general Gala information logo/brand to replace old info on certificates.

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.
- ✓ Set date for Cedar Catholic Ryder Cup Golf Tournament. (July 5th)
- Research new profitable fundraising efforts/events. June 1st, a Go-Give Big Red Day as the wind-up of the 2024-25 Annual Drive.
- Meet with the Alumni Association to plan/set a date for next summer's Alumni Social, or be a part of the golf event that weekend.

Development Office Operations

- ✓ Put away the Development Office and lobby Christmas decorations.
- ✓ Design and compose larger and smaller mailings and promotional pieces as needed.
- ✓ Continue to keep database updates and donor records with follow-up thank yous.
- ✓ Manage and conduct regular day-to-day office work.

Publications & Publicity

- ✓ Continue to give Dan Hoelsing all information, reports, and publicity pieces to post on cedarcatholic.org. (Gala publicity.)
- ✓ Print and mail, with volunteer help, the CCHS President's Appeal letter that Dr. Hoelsing has written. The President's Appeal is the third phase of the Annual Fund Drive.
- ✓ Publicize the President's Appeal.
- ✓ Design/compose Cedar's Annual Report publication

- ✓ Plan and conduct the annual Catholic Development Blue Ribbon Committee Winter Social get-together at Fr. Korte's residence.

Financials & Financial Assistance to Catholic Schools

- ✓ Update monthly Financial Reports. Update the six-month Development financial report.
- ✓ Pay development bills semi-monthly and do bookwork.
- Expand Blue Ribbon membership to fund Catholic Development office expenses.
- ✓ Mail out Blue Ribbon Statements.
- ✓ Follow up on annual gifts and Blue Ribbon membership renewals.
- ✓ Raise funds and make a payment to Cedar Catholic for their budget.
- Cultivate and invite other gifts estate bequests.
- ✓ Obtain budget, tuition assistance, and technology gifts.
- ✓ Obtain funds to complete funding for faculty and teacher Christmas gifts/bonuses.

January Work Deadlines besides regular work activities. (*Deadlines can also apply to faculty, staff, students, volunteers, and Gala Committees.*)

January 2-7	Complete/follow up 2024 deadlines, gift reports, bookwork, bills etc. Preparations for Gala Raffle.
8-9	Preparations for Gala Raffle. Update system-wide calendar. Complete office accounts and reports. Start to design and compose Annual Report.
10	Kristi will be out of the office. Joani out after 12:00 p.m.
13-14	Final updates of July-December 2024 Financials. Prepare/get volunteers to get President's Appeal letters ready to mail. Mail on 14 th .
20 – 21 st	Prepare/collate Gala Raffle ticket packets for EW, HT, CCHS 4-12 th graders. Design and compose 8-12 page Annual Report. Blue Ribbon quarter Statements out. Get Gala Raffle Ticket packets ready and distributed to Holy Trinity, East & West, and Cedar Catholic students. Design and print Gala Event tickets.
24 th -31 st	Get Gala Raffle Alumni letters ready for 4-12 grade classes at all three schools. Prepare Gala Ticket packets to be ready by the 24 th . Send out Gala ticket sellers and Gala ticket buyers postcard reminders on 24 th . Focus on Gala Auction solicitations and Auction Committee turning in Gala gifts. Reorganize remaining Gala Committees. Meet with and/or send Committee letters by 30 th . (Auction, Grain, and Decoration Committees already kicked off.) Design and compose Annual Report. Start data entry of Gala 2025 auction gift info.
30 th	Gala Alumni letters out to classes to sign and address. (Alumni letters to be returned to Dev. Office by February 6.)