

Catholic Development Office
Development Work Focus for October

Cedar Catholic Ford F150 Truck Raffle

- ✓ Finalize 2024 Raffle Truck records.
- ✓ Pay Taxes and 10% of profits to the Development Office
- ✓ Send out postcard thank yous to all ticket buyers.

CCHS 300 Club

- ✓ Finalize 2024 CCHS 300 Club records.
- ✓ Pay Taxes and 10% of profits to the Development Office.

Catholic Development Blue Ribbon Dinner

- ✓ Meet with the Blue Ribbon Exec—committee to plan a Fall Online Auction to benefit the Development Office and Cedar Catholic.
- ✓ Establish the fall auction as the Blue Ribbon Online Auction, with the Executive Committee obtaining gifts.
- ✓ Distribute the updated Blue Ribbon membership contact list to Exec. Committee for them to contact members for potential gifts. Gifts may also be solicited from out-of-area and local businesses who do not necessarily give gifts to the Gala Auction to extend the auction donor base.
- ✓ Partially done – need to do each week. Follow up with the Blue Ribbon Executive Committee each week to check on the progress of auction gifts due by October 30 to get items listed with Creamer Auction by mid-November.
- Kick off the Blue Ribbon Online Auction with a gift display the night of the Blitz and end the Auction on December 10.
- Have an open house/public display online auction gifts on December 9 or 10 during day into evening.
- ✓ Discussed the online auction with Issac & Ryan Creamer.
- ✓ Continue Webpage, online, and social media publicity.
- ✓ Design/compose and get a flyer and online gift-giving form for an online auction on the website.

Fundraising Events

- ✓ Kick-off First Phase of CCHS Annual Fund Drive for 2024-2025. Mail out Honorary Chm letters to alumni and friends.
- ✓ Finalize CCHS Annual Drive Honorary Chm. (Jason & Marie Haahr)
- ✓ Ask Chm. to write an invitation for a support letter to Alumni/friends with a donation return form.
- Follow up thank yous for Consumer Family Science class gifts.
- ✓ Meet with the Fall Dinner Blitz Committee to review dinner plans and plan the evening program. Finalize prime rib donation.
- ✓ Get four additional and new Blitz ticket sellers to replace and add help for ticket sales. We need another Dinner Committee couple. [Dan is assisting and got more help with Blitz ticket selling by engaging principals' assistance.](#)
- ✓ Get Blitz Ticket Committee Packets ready and notify Ticket Sellers to pick up packets and get tickets sold in the next three weeks.
- ✓ Prepare postcards and send to Blitz ticket buyers to remind them to get their tickets.
- ✓ Form Committee and meet with "Celebrate Seasons Fall Fun Day & Craft Festival Committee today/Oct. 3 to plan the event. (November 9, 2024.)
- ✓ Committee changed the name to "Shoppe & Savour Market."
- ✓ October 8 discussion/mtg with Nov. 9 Committee; changed the event's name to, "Shoppe & Savour Market."
- ✓ [Contacting new vendors, hair dressers, manicurists, massage professionals to continue developing full event agenda.](#)
- ✓ Contacted past vendors.
- ✓ Conduct a print, online, and social media publicity campaign for shoppe market event. Get vendor registrations on the website, Facebook, and Google Docs, online and print flyers, etc.
- ✓ [Develop other features of the market event. Quilt presenter, Diane Gubbels is reserved.](#)

- [Make tickets to Diane's quilt show. Conduct more promotion for advance ticket sales.](#)
- Publicize/reach out to potential craft vendors.
- Reorganization of Gala Auction & Grain Committees. (Set Auction Committee meeting.)
- ✓ Set November 4 as the Gala Auction Committee meeting.
- Preparing lists and packets for the November 4 meeting and when the Gala Auction Committee commences soliciting gifts. Need some new auction committee members.
- Check in and put away Gala 2025 gifts as turned in.
- ✓ [Organize and publicize the Gala 2025 gift-gathering kick-off with a large Gift Gathering Supper at Brewhaus on October 22, hosted by Aggie Heine, Jill Kleinschmit, and Joani.](#)
- ✓ Form a committee and set a date for the December Scholarship Luncheon. Begin planning.
- ✓ Zoom meeting with Scholarship Luncheon Chm. Deb Korth, Dan, and Joani on Friday, October 11
- ✓ Continue webpage, online, and social media publicity of all events.

Strategic Planning for the Development Office/Program (See Dan/Joani's Updated List of Strategic Plan Progress)

Alumni Relations

- ✓ Evaluate the September 20 & 21st Alumni Event and plan to enhance for next year.
- ✓ Set date for next year's Alumni Weekend – Homecoming, September. (On September 19, 2025)
- Meet with Alumni Association for this year's evaluation and next years ' planning.
- Begin to develop plans for an expanded Alumni Relations program and revamping events.

Enhance Current & New Fundraising Events

- ✓ Research ways to expand and enhance the upcoming CCHS Fall Blitz Dinner & Raffle and the scholarship luncheon. (See Fundraising Events.)
- Research September/Alumni Homecoming golf tournament for next year.
- ✓ Organize a Fall online auction. (See Fundraising Events.)
- Get the funding/project request application draft approved by the CCHS Board Development Committee and advance to the Cedar School Board for approval.
- Research ways to expand our services and raise additional funds for our Catholic elementary schools and Cedar Catholic.
- ✓ Conduct/invite parents, grandparents, and friends to a Family Consumer Science Classes "Kitchen Shower" for the new CCHS Family Consumer Science program.
- ✓ Research (Dan) elementary school financial needs and budget assistance from Development.
- [Schedule meeting on October 29 or 30th with Blue Ribbon Executive Committee to follow up new school board meeting on Oct. 22nd.](#)

Research Digital Marketing & Other Marketing Opportunities for Our Catholic Schools

- ✓ Research online, social media, and ways to reach out and welcome our families and friends.
- ✓ Update Development website information. (Dan)
- ✓ Continue giving Dan all information and publicity pieces to post on the website.
- ✓ Truck Raffle Report on the website.
- ✓ Upcoming events publicity on the website as plans are made.
- ✓ Update Office personnel on the use of Google docs.
- [Office staff learn and use Flocknote.](#)

Development Office Operations

- ✓ Design and compose larger and smaller mailings and promotional pieces as needed.
- Begin to plan/define job for new employee; administrative office assistant.
- ✓ Continue to keep database updates and donor records.
- ✓ Enhance the Development Office as a pleasant, welcoming, and clean reception area for guests, committee members, and friends. Work within our social contracts.

Financials & Financial Assistance to Catholic Schools

- ✓ Update monthly Financial Reports.
- ✓ Pay development bills semi-monthly and do bookwork.
- Expand Blue Ribbon membership to fund Catholic Development office expenses.
- ✓ Raise/get monthly Development payments to Cedar Catholic for their budget.
- ✓ Complete obtaining gifts to pay off the loan balance of the Werner Annex 30 parking spaces.
- Cultivate and invite other gifts estate bequests.
- Work with the new Development Committee within the Cedar Catholic School Board.
- Obtain budget, tuition assistance, and technology gifts.

Publications

- Begin to research and organize Cedar's Annual Report. (Joani)

Summary of Focus for upcoming week, October 21- October 29

- Push full-scale publicity campaign – all social media, print, and radio PSAs for Shoppe & Savour Market, Online Auction, and Blitz.
- *Next Office Meeting, Tuesday October 29.*

Cedar Development Office Meetings: October 2nd, October 9th, October 17th, October 22nd

1. **Board of Education:** Review board of education meeting materials for the October 22, 2024 Reorganization Meeting.
2. **TV in the Learning Center:** The bracket is installed. TV was damaged in shipment. New TV will be here on October 9th. The 2nd TV was also damaged in shipment. Both damaged TV's were picked up on the 15th and the new TV is scheduled to be delivered on October 18th.
3. **Monthly Priority Update:** Review and finalize Development Office progress on September Priorities. Review and highlight October Focus.
4. **Strategic Plan:** Review progress on Strategic Plan priorities for October 1st Report.
5. **Development Website:** Review and make recommendations for website updates. Working on a reorganization and upload of new documents for October.
6. **Google Docs:** Demonstrated process for creating a google doc.
7. **Blitz Prime Rib:** Fr. Keiter is going to Omaha to pick up 12 boxes of meat for the Blitz. He needs 6 boxes for his upcoming event and will bring 6 boxes for the Blitz. We need to check with the kitchen to see if they have refrigerator space for the 6 boxes. Father Keiter delivered the meat last Monday. Thank you to Theresa for allowing us to keep the meat in the kitchen refrigerator.
8. **Board Committees:** Pat Steffen, Fr. Korte and Fr. Keiter have been working on board appointments and committee assignments to be finalized at the meeting on October 22nd.
9. **Upcoming Events:** Discussion/updates on Fall events. Online Auction, Shoppe and Savour Market, Blitz
10. **Blitz Mailing and Ticket Sellers:** Update on the Blitz mailing and ticket sellers. Our goal is to mail them out on Thursday. Still in search of two more ticket seller teams.
11. **Hiring temp. Help:** We are recommending hiring temp help, especially around events, to assist with mailings, data entry, gift managing, etc.. Salary paid will be \$15.00 per hour.
12. **Website Updates:** Review updates and prioritize further updates for the month. The annual appeal letter was posted on the website along with the Shoppe and Savour Market. I need the update for the Blitz along with the list of ticket sellers to post on the website. Change the Cedar Development link on Facebook to "Cedar Catholic Development Office".
13. **Budget Update:** Office budget update to share with the STRAT Team at their first committee meeting.
14. **Conference Tables:** The 8 conference tables were delivered on October 15th.
15. **Scholarship Luncheon:** Suggested dates for the luncheon are December 11th or 12th. Dan will check with the high school administration to see if they have a preference in their calendar.
16. **Discussed a Bake Sale for the Shoppe and Savour Market:** Check with student groups to see if we can get more student participation at the event: Bake Sale, Choir/Band, Student Council? Elementary???
17. **Review Robotics Program Information:** Dan share information on the Robotics Program for the 2024-2025 school year. Joani will provide information on the History and Funding of the Program. Sheila will provide students and parents with information on the program at P-T Conferences. She will also have a sign-up sheet for Middle and High School students and Volunteers willing to assist with the program.
18. **Budget Review:** Joani provided a finance update for October 1, 2024. We will share this information with the board of education and posted on the Development website.
19. **School Board Meeting Update:** The board meeting scheduled for tonight has been posted and all board members have received the meeting information. Superintendent Vickie Kauffold will present on the board structure and support the transition to the new board.

DEVELOPMENT OFFICE OPERATING BUDGET	BUDGET	ACTUAL	BUDGET	Actual
OFFICE OPERATING EXPENSES	2023-2024	2023-2024	2024-2025	10/1/24
Employee Payroll				
Certificated Staff	\$ -	\$ -	\$ 50,000.00	\$ 4,049.99
Support Staff	\$ 143,000.00	\$ 151,547.17	\$ 165,000.00	\$ 7,768.69
TOTAL PAYROLL COSTS	\$ 143,000.00	\$ 151,547.17	\$ 215,000.00	\$ 11,818.68
Employee Benefits				
FICA (Payroll Taxes)	\$12,200.00	\$11,593.36	\$12,622.50	\$1,029.71
Employer Flex Contribution	\$7,200.00	\$7,200.00	\$10,800.00	\$716.67
Employer Pension	\$2,600.00	\$4,546.42	\$6,450.00	\$358.06
TOTAL EMPLOYEE BENEFIT COSTS	\$22,000.00	\$23,339.77	\$29,872.50	\$2,104.44
Office Expenses				
Technology	\$3,000.00	\$2,609.05	\$3,000.00	\$0.00
Telephone	\$900.00	\$957.83	\$900.00	\$136.23
Postage	\$500.00	\$466.00	\$500.00	\$204.00
Office Supplies	\$600.00	\$747.71	\$600.00	\$399.00
Office Equipment	\$500.00	\$256.79	\$500.00	\$0.00
Misc. Expense	\$200.00	\$70.00	\$200.00	\$0.00
Bank and Professional Fees	\$60.00	\$0.00	\$60.00	\$0.00
TOTAL MISC. OFFICE EXPENSES	\$5,760.00	\$5,107.38	\$5,760.00	\$739.23
Development Program Expenses				
Blue Ribbon Annual Dinner	\$1,000.00	\$979.92	\$1,000.00	\$0.00
Alumni and Public Relations	\$200.00	\$231.97	\$200.00	\$0.00
Travel Expense	\$0.00	\$0.00	\$0.00	\$0.00
Education and Professional Costs	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL PROGRAM EXPENSES	\$1,200.00	\$1,211.89	\$1,200.00	\$0.00
TOTAL DEVELOPMENT EXPENSES	\$171,960.00	\$181,206.21	\$251,832.50	\$14,662.35

OFFICE OPERATING INCOME	2023-2024	2023-2024	2024-2025	10/1/24
Current Blue Ribbon Memberships	\$ 79,000.00	\$ 64,796.26	\$ 80,000.00	\$ 11,750.00
New or additional Blue Ribbon Memberships	\$ -	\$ 20,000.00	\$ 10,000.00	\$0.00
Other Misc. Income (Transfer from Savings)	\$ -	\$ -	\$ -	\$2,500.00
TOTAL BLUE RIBBON MEMBERSHIPS	\$ 79,000.00	\$ 84,796.26	\$ 90,000.00	\$ 14,250.00
Development Office Gifts and Donations	\$15,000.00	\$14,500.00	\$15,000.00	\$1,000.00
TOTAL DONATIONS AND GIFTS INCOME	\$15,000.00	\$14,500.00	\$15,000.00	\$1,000.00
TRUCK RAFFLE (10% for 2024-2025)	\$0.00	\$0.00	\$15,000.00	\$15,940.00
FALL AUCTION NEW	\$0.00	\$0.00	\$10,000.00	\$0.00
Fall Blitz (10% for 2024-2025)	\$0.00	\$0.00	\$2,900.00	\$0.00
GALA (10% for 2024-2025)	\$25,000.00	\$25,000.00	\$42,000.00	\$25,000.00
TRANFERS FROM SAVINGS ACCOUNT	\$0.00	\$23,078.77	\$0.00	\$0.00
ANNUAL FUND DRIVE (10% for 2024-2025)	\$0.00	\$0.00	\$13,000.00	\$4,000.00
ANNUAL GOLF TOURNEY NEW	\$0.00	\$0.00	\$5,000.00	\$0.00
TOTAL PROGRAM RECEIPTS	\$25,000.00	\$48,078.77	\$87,900.00	\$44,940.00
TOTAL DEVELOPMENT OFFICE RECEIPTS	\$ 119,000.00	\$ 147,375.03	\$ 192,900.00	\$ 60,190.00

Profit/(Loss)	\$ (52,960.00)	\$ (33,831.18)	\$ (58,932.50)	\$ 45,527.65
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DEVELOPMENT PROGRAM BUDGETS	BUDGET	ACTUAL	BUDGET	Actual
Development Program Receipts	2023-2024	2023-2024	2024-2025	10/1/24
CSF Tuition Assistance	\$12,000.00	\$14,200.00	\$12,000.00	\$2,675.00
Blue Ribbon Membership Program (Office)	\$70,000.00	\$84,796.00	\$90,000.00	\$11,750.00
Annual Truck Raffle (Cedar Catholic Budget)	\$150,000.00	\$150,727.09	\$150,000.00	\$159,400.00
FALL AUCTION (Office) NEW	\$0.00	\$0.00	\$10,000.00	\$0.00
Fall Blitz (Employee Student Scholarships)	\$20,000.00	\$20,000.00	\$29,000.00	\$0.00
Gala Program (Cedar County Catholic School Budgets)	\$408,000.00	\$416,955.78	\$420,000.00	\$0.00
Special Projects (Msngr. Werner Wrestling/Golf Annex)	\$70,000.00	\$79,725.68	\$66,500.00	\$23,100.00
Technology Gift and Robotics Program (Cedar Catho	\$45,000.00	\$47,950.00	\$45,000.00	\$0.00
Tuition Assistance and Tuition Scholarships	\$45,000.00	\$54,594.29	\$45,000.00	\$0.00
Memorial Endowment Gifts	\$225,000.00	\$307,110.55	\$277,000.00	\$0.00
2025 Development Golf Tournament (Office) NEW	\$0.00	\$0.00	\$5,000.00	\$0.00
Special Projects (Band, Dinner Gifts, Faculty/Staff Christmas Appreciation, Anonymous Gifts)	\$60,000.00	\$66,205.00	\$60,000.00	\$0.00
Appeal, Christmas Remembrance, \$300 Club, Other Misc. Gifts)	\$120,000.00	\$138,239.49	\$130,000.00	\$40,000.00
Total Program Cash Receipts	\$1,299,540.00	\$1,380,503.88	\$1,339,500.00	\$236,925.00
Non Cash Donations: Truck, Gala Gifts,	\$350,000.00	\$362,486.00	\$350,000.00	\$78,480.00
Total Program Donations and Cash Receipts	\$1,649,540.00	\$1,742,989.88	\$1,689,500.00	\$315,405.00

Development Program Obligations	2023-2024	2023-2024	2024-2025	10/1/24
Cedar Catholic Budget Support	\$350,000.00	\$350,000.00	\$375,000.00	\$206,011.75
Holy Trinity Budget Support	\$75,000.00	\$75,000.00	\$80,000.00	\$0.00
East and West Catholic Budget Support	\$75,000.00	\$75,000.00	\$80,000.00	\$0.00
Cedar Catholic Employee Student Scholarships	\$25,000.00	\$25,295.63	\$28,718.75	\$0.00
Development Office Support	\$171,960.00	\$181,206.21	\$251,832.50	\$14,662.35
Memorial Endowments Gifts	\$225,000.00	\$307,110.55	\$250,000.00	\$0.00
Special Project (Msngr. Werner Annex)	\$140,000.00	\$73,500.00	\$66,500.00	\$8,100.00
Special Projects (All others)	\$100,000.00	\$120,799.29	\$105,000.00	\$5,000.00
Technology Gift and Robotics Club	\$47,200.00	\$47,200.00	\$47,200.00	\$0.00
All Students Tuition Assistance	\$50,000.00	\$54,594.29	\$45,000.00	\$0.00
Total Program Commitments	\$1,259,160.00	\$1,309,705.97	\$1,329,251.25	\$233,774.10
Profit/(Loss)	\$40,380.00	\$70,797.91	\$10,248.75	

Development Office Cash and Investments	7/1/2023	6/30/2024	7/1/2024	10/1/2024
CHECKING ACCOUNT BALANCE	\$31,604.68	\$8,628.85	\$8,628.85	\$4,717.68
SAVINGS ACCOUNT BALANCE	\$28,749.52	\$4,962.75	\$4,962.75	\$2,479.18
CD #880	\$58,879.39	\$59,707.21	\$59,758.52	\$59,987.56
CD #2086	\$6,494.14	\$6,628.67	\$6,639.84	\$6,651.51
CD #1458	\$6,663.57	\$6,663.57	\$6,663.57	\$6,818.84
Leo and Clara Kathol Development Endowment	\$79,000.00	\$85,171.44	\$85,171.44	\$85,597.30
Leo and Clara Kathol Memorial Tuition (HT Studen	\$90,000.00	\$100,553.23	\$100,553.23	\$101,055.99
FALL BLITZ	\$14,122.21	\$10,523.67	\$10,523.67	\$11,352.06
TRUCK RAFFLE	\$3,644.04	\$4,564.78	\$4,564.78	\$145,639.17
DEVELOPMENT OFFICE CLEARING ACCOUNT	\$118,977.89	\$172,730.44	\$172,730.44	\$182,743.16
300 CLUB	\$1,340.05	\$13,493.04	\$13,493.04	\$19,062.73
DONOR CLEARING ACCOUNT	\$22,540.44	\$12,540.44	\$12,540.44	\$12,535.44
GALA ACCOUNT	\$21,871.07	\$98,768.77	\$98,768.77	\$102,368.77
GALA RAFFLE ACCOUNT	\$1,958.27	\$1,805.26	\$1,805.26	\$1,945.26
CCHS ANNEX ACCOUNT	\$16,770.09	\$6,225.68	\$6,225.68	\$23,928.69
CHARTER BUS MAINTENANCE FUND	\$5,611.96	\$3,432.56	\$3,432.56	\$1,918.85
ALUMNI ASSOCIATION	\$5,126.54	\$5,108.99	\$5,108.99	\$7,313.99
TOTAL CASH AND INVESTMENTS	\$481,749.18	\$592,880.50	\$592,942.98	\$771,398.50