

Catholic Development Office
Development Summer 2025 Work Plan
(June, July to First Week of August)

Fundraising Events

- ✓ Update data entry of Gala 2025 ticket lists for Gala 2026.
- ✓ Update data entry for Gala 2026 auction solicitation lists for Joani to review, develop, and begin the process of engaging current and new Auction Committee members for Gala 2026.
- ✓ Due to the need for more time to assemble teams and prepare for the Ryder Cup Tournament, it was canceled for this year and will be rescheduled for next year in conjunction with the Holy Trinity/Cedar Catholic High School All-Class celebration on Sunday, May 24, 2026, at Skylon.
- ✓ Process Children's Scholarship Fund Tuition Assistance gifts and other gifts as received.
- ✓ Redesign/update 300 Club letters to go out the first week of July. Update mailing list. Engage Alice Pommer's 300 Club chairmanship. Review updates for the 300 Club to include raising the cost of ticket chances from \$60 to \$75 per year, for the monthly drawings of winners. Alice noted the ticket prices have not risen since the early 1980s when the 300 Club began. The 300 Club supports the Development Office in raising the necessary funds for Cedar Catholic's annual budget.
- ✓ Give the CCHS 300 Club letter to Dan for the website in July, after the letters are mailed. Give Dan the completed truck flyer for the website.
- ✓ Create truck raffle and CCHS 300 Club tickets, prepare ticket lists and packets for ticket sellers, and compile letters and mailing lists for both activities.
- ✓ Prepare postcard reminders for all truck raffle ticket sellers to stop by the Development Office to collect their ticket packets and begin selling tickets soon.
- ✓ Design, prepare, and send out postcards to all truck ticket buyers to assist ticket sellers with selling tickets.
- ✓ Prepare the promotional schedule of the raffle truck to be taken to Riverboat Days, parades, and local parishes etc.
- ✓ Design a flyer for Cedar eighth, ninth, and tenth graders and parents regarding their help at the Cedar Blitz and Gala dinners. This flyer will be put in the back-to-school packets.

Strategic Planning for the Development Office/Program

- ✓ Update all Development Office financials for the past fiscal year or July 1 report.
- ✓ Update all Development Office Strategic Plan activities and goals of the past fiscal year for a July 1 report.
- Expand Blue Ribbon memberships to help fund the Catholic Development Office. Check with the Blue Ribbon Executive Committee on progress with prospective Blue Ribbon memberships.
- ✓ Support all classes that are planning class reunions. Class contact information and calendar/scheduling are available for classes.
- We are increasingly recognizing the need to expand alumni relations and discussing ways to achieve that. Contact people for each class are needed to assist these efforts. Joani and Dan will compose a letter this summer to go out to all alumni, inviting and emphasizing alumni engagement.
- Joani will review the webpage alumni information and write some new information to post this summer.
- ✓ Alumni Outreach: Dan has done a great job of restoring alumni class pictures and uploading them to Cedar's website. Thank you to Dan's daughter-in-law for her assistance in restoring and printing these large photos, which are now on display on cedarcatholic.org and in the Msgr. Werner Center.
- ✓ Alumni Outreach: Dan has posted the names of all Cedar Catholic living and deceased alumni on cedarcatholic.org for alumni's reference.
- ✓ Prepare and design an alumni information submission form to post on the website, allowing alumni to update their contact information. It will be under the Alumni tab
- ✓ Evaluate expansion and new events for this coming fiscal year. (Consider ways to grow the 300 Club. Preliminary planning for next year's alumni golf tourney and All-class event at Skylon.
- ✓ Cultivate and invite estate gifts for the Endowment Funds.

Development Office Operations & Development Program Processes

- ✓ Continue to update the database and maintain donor records. Database update is a continual process.
- ✓ Rewrite and refresh all donor database thank-you letters. Copy the content into Canva for suggestions, then Joani will review and approve the final proof.
- ✓ Install Flocknote on Joani's and Kristi's office computers. Dan, Joani, and Kristi will be the Development Office admins to use it.
- Dan and Sheila will train Joani and Kristi on how to use Flocknote.
- ✓ Manage and conduct regular day-to-day office work and office meetings as needed.
- ✓ Conduct annual archive updates for future history reference. The Development Office for Cedar Catholic updates this every spring and summer.
- Complete the installation and learn the new lock/fab system in the MWAC front entry, which Kristi will oversee.
- Thaw office frig and clean. 😊
- ✓ Send out Blue Ribbon letters and ballots for the new Executive Committee member. Thank you to outgoing member, Jerry Wintz, former BR President. Thank you to current officers: Bette Becker, Craig Wortmann, Roman Sudbeck, and post BR Officer, Julie Becker. Thank you to the ballot candidate nominations: Erica Hochstein, Traci Baller, and Lori Hoebelheinrich.
- ✓ Traci Baller was balloted upon to be the new officer in a close vote. Dan Hoelsing, CCHS President, along with Lori, Erica, and the Blue Ribbon Officers, were contacted with the election results.
- ✓ Plan the Blue Ribbon August 18 dinner with the Blue Ribbon Executive Committee.
- ✓ Publicize the Results of the election of the new Blue Ribbon officer, balloted on in June.

Publications & Publicity

- ✓ Redesign CCHS 300 Club and truck publicity pieces.
- ✓ Continue giving Dan Hoelsing information, reports, and publicity pieces to post on cedaratholic.org. There are fewer postings without Development events until later summer or by the end of July, when the 300 Club solicitations and truck raffle tickets become available.
- ✓ Review and update all of the Development Office website information. (Dan has taken on the responsibility of expanding Cedar's website, information, and all updates to make the website the best it has been.)
- ✓ Update the systemwide calendar and all social media publicity.

Financials & Financial Assistance to Catholic Schools

- ✓ Complete Gala 2025 bookwork tally.
- ✓ Update fiscal year-end financials for July report.
- ✓ 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.
- ✓ Update and distribute budget, tuition assistance, and gifts.
- ✓ Completed gift donations to the Dick Kuehn Memorial Bus Fund to fund a newer used school bus costing \$65,500.00. Donations will continue to be accepted and needed for the ongoing bus updates.
- ✓ Gifts are needed for the CCHS Charter Bus Fund to take care of bus maintenance.
- Complete installation/learning the new entry/Fab system in the front entry.
- ✓ Continue giving Dan Hoelsing information, reports, and publicity pieces to post on cedaratholic.org. There will be no publicity pieces for June, as no events or raffles are scheduled until July.
- ✓ Update Gala 2025 tally and financial reports. (Dan & Joani)
- ✓ Update fiscal year-end financials for July report. (Dan & Joani)
- ✓ Pay development bills semi-monthly and do bookwork. (Joani)
- ✓ Update and distribute budget, tuition assistance, and gifts. (Dan & Joani)
- ✓ It is greatly appreciated that Dan is accessible to guide, advise, and assist at the Development Office, including publicity and posting on the website, Facebook, and social media, as well as handling office financials and other activities as needed.