

Catholic Development Office Development July 2026 Work Plan

Fundraising Events

- ✓ Process Children's Scholarship Fund Tuition Assistance gifts and other gifts as received.
- Prepare CCHS 300 Club mailing to go out about July 8. Update mailing list. Engage Alice Pommer's 300 Club chairmanship. Ticket chances \$75 per year again this year for the monthly drawings of winners. The 300 Club supports the Development Office in raising the necessary funds that the Development Office is responsible 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 truck flyer for the website about July 15.
- 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, parishes etc.
- Start selling truck tickets with this year's goal being 1,700 tickets
- 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 (give to Sheila).

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.
- 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.
- Write new alumni information for Cedar's website.

Development Office Operations & Development Program Processes

- Orientation of new employees - Abby & Lori.
- ✓ 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
- 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.
- ✓ Send out Blue Ribbon letters and ballots for the new Executive Committee member. Thank you to outgoing member, Julie Becker, former BR President. Thank you to current officers: Bette Becker, Craig Wortmann, Traci Baller, and Roman Sudbeck. Thank you to the ballot candidate nominations: Chris Miller and Dennis Hoebelheinrich.
- Plan the Blue Ribbon August 17 dinner with the Blue Ribbon Executive Committee.
- ✓ Publicize the Results of the election of the new Blue Ribbon officer balloted on in June.
- Purchase and install new computers for Abby and Lori.

Publications & Publicity

- Redesign CCHS 300 Club and truck publicity pieces.
- Continue giving Dan Hoelsing information, reports, and publicity pieces to post on cedaratholic.org
- Review and update all of the Development Office website information

Financials & Financial Assistance to Catholic Schools

- Complete Gala 2026 bookwork and final 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.
- ✓ Update and distribute budget, tuition assistance, and gifts.

Looking ahead:

- Truck publicity and promotion.
- Conduct CCHS 300 Club ticket sales.
- Complete carry-over tasks from June.
- Update/complete reporting for Strategic Plan & fiscal year-end Financial reports and upcoming fiscal year financial planning.
- Social media, website, and Facebook publicity posting
- Plan the Blue Ribbon August 17 dinner with the Blue Ribbon Executive Committee.
- Publicize the Results of the election of the new Blue Ribbon officer balloted on in June.