

Catholic Development Office

Development Work May 2026

Fundraising Events

- ✓ Update data entry of Gala 2026 ticket lists for Gala 2027.
- ✓ Update data entry of Gala 2026 auction solicitation lists for Gala 2027.
- ✓ Complete Gala 2026 thank-you letters.
- ✓ Finalize plans to conduct the Alumni Golf Tournament and the Holy Trinity/Cedar Catholic High School All-Class celebration on Sunday, May 24 at Skylon.
- ✓ Complete and mail Children's Scholarship Fund Tuition Assistance letters.
- ✓ Begin preparation for truck raffle.

Strategic Planning for the Development Office/Program

- Begin updating progress of the Development's Strategic Plan to be done by July 1.
- ✓ 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
- Expand alumni relations: begin contacting members of each class to be class contacts to assist in updating alumni address information.
- ✓ Evaluate current events and programs from the pasts fiscal year.

Development Office Operations

- ✓ Design and compose upcoming 300 Club letters or other correspondence as needed.
- ✓ Continue to keep database updates and donor records with follow-up thank yous.
- ✓ Manage and conduct regular day-to-day office work.
- ✓ Do annual archive updates for future history reference. The Development Office for Cedar Catholic updates this every spring and summer.

Publications & Publicity

- ✓ Continue giving Dan Hoising information, reports, and publicity pieces to post on cedarcatholic.org.
- ✓ Consider other publicity pieces updates.
- Search for a new design software to include use of Canva.
- Review and update all of the Development Office website information
- ✓ Update or design new Development program brochure/publicity piece for estate planning and entire program gifts.

Financials & Financial Assistance to Catholic Schools

- Complete Gala 2026 bookwork and event financial report/tally.
- ✓ Pay development bills semi-monthly and do bookwork.
- Expand Blue Ribbon membership to fund Catholic Development office expenses.
- ✓ Raise school budget through events and mailings.