

Catholic Development Office
April Development Work 4-20-2026

Fundraising Events

- ✓ Gala 2026 follow-up: event bookkeeping and distribute monthly budget payments to schools.
- Update ticket and auction solicitation lists for Gala 2027.
- Make Committee notes for Gala 2027.
- ✓ Get all supplies put back into storage.
- Update Gala database of donors and buyers and prepare thank you letters, prepare information to merge into thank you letters, and prepare mailing.
- ✓ Notify the school offices of students who still have unsold raffle tickets to turn in
- ✓ Get the student Gala Raffle prizes ready and distributed.
- Prepare and evaluate overall components of Gala 2026 and submit the financial final report.
- Prepare publicity for the upcoming CCHS Golf Tournament and May Alumni gathering at Skylon. Tournament.
- Compose Children's Scholarship Fund Tuition Assistance letters and mail.

Strategic Planning for the Development Office/Program

- Review and update Development's Strategic Plan.
- ✓ Support all classes that are planning class reunions. Class contact information and calendar/scheduling is available
- Expand alumni relations: Begin contacting members of each class to be class contacts to assist in updating alumni address information.

Development Office Operations

- Begin to design and compose the upcoming 300 Club database/ mailing list and 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.
- Updated the system-wide calendar.
- Begin annual archive updates for future history reference. The Development Office for Cedar Catholic updates this every spring and summer.

Publications & Publicity

- ✓ Continue to give Dan Hoelsing all information, reports, and publicity pieces to post on cedarcatholic.org.
- ✓ Distribute publicity for the Alumni weekend on May 23 & 24.

Financials & Financial Assistance to Catholic Schools

- ✓ Gala 2026 follow-up: pay bills, collect unpaid invoices, notify buyers of not picked up items, and make sure gift certificates and transfer gifts are followed through.
- Distribute first installment payments for the school's budgets, funded by Gala 2026.
- ✓ Pay development bills semi-monthly and do Development Office bookwork.

Development Upcoming Events to Note:

- Cedar Catholic Truck Raffle on Homecoming, September 25, 2026.
- Kick-off 2026 - 2027 Annual Fund Drive with Honorary Chm. Letter first week of October.
- Cedar Catholic Prime Rib Blitz Dinner & Raffle, November 21, 2026
- Open Online Christmas Auction, Sunday, November 22, till close on Sunday, December 13, 2026.