

Catholic Development Office
August 2026

Fundraising Events

Truck Raffle:

- ✓ Prepare Cedar Catholic Ford F150 Truck Raffle promotional and publicity pieces/letters/flyers.
- ✓ Prepare and distribute truck ticket packets to ticket sellers.
- ✓ Prepare and arrange volunteers to place truck posters and pull tabs in regional locations.
- Display and sell tickets at Schuetzenfest, Riverboat Days, Holy Trinity Fly-In Breakfast, Booster Club Kick Off, and Football and Volleyball games.
- ✓ Monitor, support, and connect with ticket sellers to encourage successful ticket sales.
- ✓ Prepare flyers for bulletins and newspapers advertising for the truck raffle.
- Continue to enter ticket sale data, deposit raffle proceeds, and oversee ledger.

Alice Pommer, 300 Club

- ✓ Prepare tickets and publicity pieces for distribution.
- Sell 300 Club tickets at Holy Trinity Fly-In Breakfast, Booster Club Kick Off, and Homecoming Football game.
- Conduct/assist 300 Club Chm. Alice Pommer with the CCHS 300 Club ticket sales.
- ✓ Prepare and add to the new 300 Club buyers list.

Annual Blue Ribbon Dinner

- ✓ Plan and prepare the August Blue Ribbon Dinner with the Blue-Ribbon Exec Committee.
- ✓ Gather RSVPs.
- ✓ Hold the Annual Blue Ribbon Dinner and Meeting – Invited all Blue Ribbon Members as well as Cedar Catholic, Holy Trinity, and East West Teachers.
- Begin discussions for 2027 Annual Dinner ideas as well as planning 2026 Fall Blitz and Christmas Auction.

Fall Blitz

- Create publicity pieces for Fall Blitz.
- Begin organizing student and parent volunteers.
- ✓ Contact the previous supplier regarding prime rib order.

Gala

- Begin grain solicitation letters to the Grain Committee by mid-September.
- Begin new solicitation efforts and lists.
- Collaborate with Decorating Team on 2027 Gala ideas.

Annual Drive

- Collect letter and photo for the 2026-27 Annual Drive Honorary Chairs, Chris & Kayla Gubbels. Information gathered by Sept. 15th.

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Strategic Planning for the Development Office/Program

- ✓ Met with Cedar County News about advertising packages for the Development Office.
- ✓ Met with principals and one board member expanding the 2026 Fall Blitz Event (Inclusion of Catholic Elementary Schools in the Teacher Tuition Benefit).
- Annual Report published on school website.
- Begin discussions of scholarship luncheon that will occur in December.
- Expand alumni engagement by collaborating with the Alumni Association to broaden news distribution and strengthen relationships.
- Expand Blue Ribbon memberships to help fund the Catholic Development Office and school budgets. Check with the Blue-Ribbon Executive Committee regarding prospective and new kinds of Blue Ribbon memberships.

Development Office Operations

- ✓ Continue to keep database updates and donor records.
- ✓ Create keys for new development staff and reprogram the lock/fab system.
- ✓ Create timeline of when to send Flocknote out to parents about Truck Raffle.

Financials & Financial Assistance to Catholic Schools

- ✓ Learn Citrix and new portals for financial records.
- ✓ Updated all expense and revenue codes to align with Development Office financial tracking.
- Reconciliation of all accounts will occur monthly.
- Collaborating with Arch Dioceses to finalize the financial audit for 2025-2026.
- ✓ Complete State Raffle Annual Reports.
- Complete past fiscal reports and prepare for upcoming fiscal year financial reports.
- ✓ Send monthly budget support checks to elementary schools.
- Continue to invite gifts to the Development fund for the Development Office and our schools' needs.