

Catholic Development Office
Development February Work 2-28-2025

Fundraising & Appreciation Events

- ✓ Get reorganization letters out to all other Gala Committees and volunteers.
- ✓ Follow up weekly with Auction Committee member's contacts/solicitations. Encourage the Auction Committee to get gifts turned in as soon as possible
- ✓ In progress - Check-in Auction gifts as turned in.
- ✓ Continue working with Andrea by processing auction acquisition gift forms so she can do data entry.
- ✓ Continue to check in and put away Gala 2025 gifts as turned in.
- ✓ Go through all gifts so far to make sure all are ready for data entry.
- ✓ Make a template/format for Andrea to do auction data entry.
- ✓ Transfer the 120 Gala 2023 Grand Certificates template files to Kristi to begin updating for this year and make a new general Gala information logo/brand to be used on 2025 certificates.
- ✓ Update Silent Auctions certificates when this year's gift info is available.
- ✓ Register actual business/individual certificates as they come in.
- ✓ Process Gala Raffle tickets as they are turned in.
- ✓ Get Gala alumni letters ready and mail.
- ✓ Begin to work on Gala book pages.

Strategic Planning for the Development Office/Program

- ✓ Review and update Development's Strategic Plan.
- ✓ Schedule a follow-up meeting with the Strategic Planning group leaders.
- Invite new Blue Ribbon memberships to help fund the Catholic Development Office.
- ✓ Research ways to enhance and expand Alumni Relations.
- ✓ Begin to Cedar Catholic Ryder Cup Golf Tournament. (July 5th) (Dan Hoelsing)
- Research new profitable fundraising efforts/events. June 1st, a Go – Give Big Red Day as the wind-up of the 2024-25 Annual Drive.
- ✓ Meet with the Alumni Association to plan/set a date for next summer's Alumni Social, or participate in the golf event that weekend.

Development Office Operations

- ✓ Design and compose larger and smaller mailings and promotional pieces as needed.
- ✓ Continue to keep database updates and donor records with follow-up thank yous.
- ✓ Manage and conduct regular day-to-day office work.
- ✓ Update the system-wide calendar.

Publications & Publicity

- ✓ Continue to give Dan Hoelsing all information, reports, and publicity pieces to post on cedarcatholic.org. ([Gala publicity.](#))
- ✓ Design/compose Cedar's Annual Report publication.
- ✓ Do next phase of Gala publicity.

Financials & Financial Assistance to Catholic Schools

- ✓ Continue to update Financial Reports.
- ✓ Pay development bills semi-monthly and do bookwork.
- Expand Blue Ribbon membership to fund Catholic Development office expenses.
- Cultivate and invite other gifts estate bequests.
- ✓ Continue to obtain budget, tuition assistance, and technology gifts.

Last Week Of February Focus

- Begin to work on Gala book pages. Sections B, D, I, J. (Info for A & C) – Kristi. All Auction pages/Sections E, F, G, H -Joani.
- Do mid-month office bookkeeping. (Joani)
- Invite and expand new Blue Ribbon memberships to help fund the Catholic Development Office. (Dan Hoelsing)
 - Continue to develop and work on the Auction list. (Joani)
 - Continue to give Dan Hoelsing all information, reports, and publicity pieces to post on cedarcatholic.org
 - Record and process Gala Raffle tickets turned. (Kristi & Andrea)
 - Complete getting parent helpers and Gala Committee volunteers so letters can be sent to them. (Joani)
- Check-in Auction gifts as turned in. (Joani)
- Continue to enter all auction data as it comes in. (Andrea)
- Complete, print, and mail the Annual Report. (Joani)
- Distribute some Gala publicity around town.
- Continue to prepare and distribute social media and print advertising.
- Transfer the 120 Gala 2023 Grand Certificates template files to Kristi to begin updating for this year and make a new general Gala information logo/brand to be used on 2025 certificates.
- Update Silent Auctions certificates when this year's gift info is available.
- Register actual business/individual certificates as they come in.
- Process Gala Raffle tickets as they are turned in.
- Get Gala alumni letters ready and mail.