

Catholic Development Office
Development March 2, 2026 Work Report
March Focus – PREPARE & CONDUCT THE GALA

Fundraising Events

- ✓ Follow up with Auction Committee members to complete solicitations to get into the Gala book and online auction lists.
- ✓ Continue to process and enter auction gifts on the list.
- ✓ Check in and put away Gala 2026 gifts as turned in.
- Prepare the entire final auction online and book lists.
- Continue and complete the update of all Auction display Certificates
- ✓ Register actual business/individual certificates as they come in.
- Process Gala Raffle tickets as they are turned in. Hopefully, next week, by MONDAY will be super busy with the needed sold raffle tickets from students.
- Complete Gala book pages and get them to the printer this week to get books done by the first part of next week – two weeks before the event. Get Gala books done!!
- ✓ Post committee job descriptions and all Gala communication on cedarcatholic.org
- ✓ Send reminder letters this week to 8th, 9th, and 10th-grade parents (who did not help with the Fall Blitz) to help serve, be kitchen helpers, or do miscellaneous jobs at the Gala.
- Tend to the other Gala details to be reviewed as we go.
- Focus on Gala Auction items publicity.
- Go full scale on Gala publicity.
- Process Gala alumni raffle tickets.
- Meet with Gala Committees to review event and evening tasks to be done.

Strategic Planning for the Development Office/Program

- ✓ Review and update Development's Strategic Plan.
- Invite new Blue Ribbon memberships to help fund the Catholic Development Office.
- ✓ Research ways to enhance and expand Alumni Relations.
- ✓ Continue planning the All School Alumni Reunion on May 23 & 24th.

Development Office Operations

- Design and compose 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.

Publications & Publicity

- ✓ Continue to give Dan Hoelsing all information, reports, and publicity pieces to post on cedarcatholic.org. (Gala publicity.)
- ✓ Cedar's Annual Report IS DONE and MAILED!!! YAY!!

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, new gifts.
- Continue to obtain budget assistance.