

Catholic Development Office
Development Work January 1-15-2026

Fundraising & Appeals

- ✓ Complete collecting payments, distribute purchased gifts, and follow up of the Online Christmas Auction.
- ✓ Prepare out-of-town solicitation letters and send to Gala Auction Committee members
- ✓ Prepare and distribute all auction lists and packets to the Auction Committee.
- ✓ Develop class letters for Gala gifts. Develop more alumni and classes to give gifts.
- ✓ Prepare and send Gala 2026 reorganization letters to all other Gala Committees and volunteers.
- ✓ Continue to develop the Gala 2026's new feature of the online Gala gift registry. Send invitation letters to all former Gala Gift Gathering Party participants. Send invitations and information letters to all our Catholic School parents.
- ✓ Send Gala Gift registry letters to all alumni and school patrons via social media and the President's Appeal mailing.
- ✓ Continue seeking recipe requests for the Classic Creations Catholic schools recipe book update.
- ✓ Prepare, promote, and send recipe request flyer locally, via social media and via the President's Appeal letter.
- Follow up weekly with Auction Committee members' contacts/solicitations.
- ✓ In progress - Check in Gala 206 Auction gifts as turned in.
- ✓ Complete the 2025 Christmas Remembrance appeal.
- ✓ Set up Auction data entry for Andrea to do.
- Prepare/design Gala event tickets and get Gala Ticket Sellers packets ready.
- ✓ Design the Gala Raffle ticket. Get the raffle rules and parent letters prepared for distribution to classes and the alumni raffle mailing.
- Follow-up/Evaluation of Blitz Committee.
- Design, print, and mail Gala postcards to ticket sellers and buyers.
- Follow up weekly with Gala ticket sellers for progress
- Follow up on the Gala Raffle weekly for ticket sales progress.
- Detail plans for the May 24, 2026, All School Alumni event.

Strategic Planning for the Development Office/Program

- Update Development's Strategic Plan, as of January 1.
- Schedule a follow-up meeting with the Strategic Planning group leaders for February 11, 2026.
- Invite new Blue Ribbon memberships to help fund the Catholic Development Office.
- Expand Alumni Relations.

Development Office Operations

- ✓ Put away the Development Office and lobby Christmas decorations.
- ✓ 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/oversee the regular day-to-day office work.
- Update the system-wide calendar.
- ✓ Plan/conduct the annual January Blue Ribbon Social.

Publications & Publicity

- ✓ Continue to give President Dan Hoelsing all information, reports, Gala, and publicity pieces to post on cedar catholic.org
- ✓ Print and mail, with volunteer help, the CCHS President's Appeal letter that Dr. Hoelsing has written. The President's Appeal is the third phase of the Annual Fund Drive.
- Publicize the President's Appeal.
- Design/compose Cedar's Annual Report publication
- Update focused Gala 2026 publicity.
- Begin supplementary pages for the Gala book.

Financials & Financial Assistance to Catholic Schools

- Update six-month Development Financial Report.
- ✓ Pay development bills semi-monthly and do bookwork.
- ✓ Follow up on annual gifts and Blue Ribbon membership renewals.
- ✓ Raise funds and make a payment to Cedar Catholic for their budget.
- Cultivate and invite other gifts estate bequests.
- ✓ Obtain budget, tuition assistance, and technology gifts.
- ✓ Obtain gift to complete funding for faculty and teacher Christmas gifts/bonuses.