

## **Catholic Development Office**

### **Development Work 3-31-2025**

#### **Fundraising Events**

- ✓ Get reorganization letters out to all other Gala Committees and volunteers.
- ✓ Follow up and contact Auction Committee members to complete solicitations to get into the Gala book and online auction lists. On March 12, we have 185 items at the Grand Auction and a little over 600 on the Pre-Gala Online and Silent Auction.
- ✓ Continue working with Andrea by processing auction acquisition gift forms for data entry.
- ✓ Check in and put away Gala 2025 gifts as turned in.
- ✓ Double-check and go through all gifts to be listed as needed.
- ✓ Get the updated Auction list to Kristi by tomorrow for her to complete updating all the Auction Certificates
- ✓ Register actual business/individual certificates as they come in.
- ✓ Process Gala Raffle tickets as they are turned in. Hopefully, this next week, by MONDAY, will be super busy with the needed sold raffle tickets from students.
- ✓ Total up raffle results and winners so students know which classes get a day off from school, etc.
- ✓ 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.
- ✓ Finalized Gala Committees and sent letters to all, as well as posted committee job descriptions on [cedarcatholic.org](http://cedarcatholic.org)
- ✓ I have contacted via phone most 8th, 9th, and 10th-grade parents (who did not help with the Fall Blitz) and had Sheila send text reminders of this, their year to help serve, be kitchen helpers, or miscellaneous jobs at the Gala. They also received information last fall and other publicity reminders. The parents I did not talk to or hear back from will be assigned what they need to help with on the evening of the Gala.
- ✓ Letters will be sent out to 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> grade parents this week.
- ✓ Tend to the many other Gala details to be reviewed as we go.
- ✓ Focus on the publicity of Gala Auction items in the next week.
- ✓ Go full scale on Gala publicity.
- ✓ The final/March 29 Grand/Oral Auction list had 190 gifts, 34 fewer items than the most we had on the Grand Auction two years ago. This allowed the live auction to end by 10:47 p.m. this year.
- ✓ The Final Gala ticket sales were average this year. The students reached their raffle ticket sales goals of over \$40,000, the Silent Auction did about the same, and the Grand Live Auction was down somewhat. The grain auction did very well, considering the significant price difference for corn from last year. About the same 15,000 bushels of corn was donated, which came in \$5,000 less than last year. It was a good Gala, estimated to raise approximately \$400,000, with the final amount to be available when all bills have been submitted and paid.

#### **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 5<sup>th</sup>) (Dan Hoelsing)
- ✓ Research new profitable fundraising efforts/events. June 1<sup>st</sup>, a Go-Give Big Red Day as the wind-up of the 2024-25 Annual Drive.

#### **Development Office Operations**

- ✓ Design and compose letters 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](http://cedarcatholic.org).  
(Gala publicity.)
- ✓ Cedar's Annual Report IS DONE by first and MAILED by March 5!!! 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 and estate bequests.
- ✓ Continue to obtain budget, tuition assistance, and technology gifts.