

Catholic Development Office
Development Work Report for February 2026

Fundraising & Appreciation Events

- ✓ Follow up with Auction Committee members' solicitations to get gifts turned in by deadline.
- ✓ Check in Auction gifts as turned in.
- ✓ Process auction acquisition gift forms for data entry.
- ✓ Follow up with event ticket sales in progress.
- ✓ Continue promotion and follow-up of Gala raffle ticket promotions.
- ✓ Continue to check in and put away Gala 2026 gifts as turned in.
- ✓ Develop the Auction lists.
- ✓ Begin to make auction display certificates with the updated Gala 2026 logo.
- ✓ Update Silent Auction certificates when this year's gift info is available.
- ✓ Register actual business/individual certificates as they come in.
- ✓ Process Gala Raffle tickets as turned in.
- ✓ Get Gala alumni raffle letters ready and mail.
- ✓ Work on Gala book pages.
- ✓ Work on Gala publicity.
- ✓ Review Gala signage needed.
- ✓ Planning meeting with Gala Decoration Committee.

Strategic Planning for the Development Office/Program

- ✓ Review and update Development's Strategic Plan.
- ✓ Continue planning the All-School 125th Reunion celebration on May 23 & 24.
- ✓ Continue public relations of events via social media and the website
- ✓ Meet with the Strategic Planning school groups, school board and faculty representatives, to review strategic plan progress.

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 and prepare Cedar's Annual Report publication.
- ✓ Mail the Annual Report to the approximate 2,800 alumni and friends
- ✓ Do the next phase of Gala publicity.

Financials & Financial Assistance to Catholic Schools

- ✓ Continue to update Financial Development Reports.
- ✓ Pay development bills semi-monthly and do Development Office bookwork.
- Expand Blue Ribbon membership to fund Catholic Development office expenses.
- ✓ Cultivate and invite major gifts for the budget, bus funds, HVAC fund, and tuition as needed.
- ✓ Continue to obtain budget, tuition assistance, and technology gifts.