

Catholic Development Office
Development Work Report for November 11-30-2024

Fundraising Events

- ✓ Organize, plan, and guide the new Shoppe & Savour Market Committee, volunteers, and the event.
- ✓ Contact vendors for vendor show. Finalize vendor list.
- ✓ Conduct the Shoppe & Savour Market event.
- ✓ Conduct a full publicity campaign for the Shoppe & Savour Market event.
- ✓ Meet with the Fall Dinner Blitz Committee for plans and set up.
- ✓ Complete planning of CCHS Fall Dinner Blitz & Raffle.
- ✓ Conduct a full publicity campaign for the CCHS Fall Blitz Dinner & Raffle. Finalize ticket sales list and dinner plans.
- ✓ Conduct the Fall Blitz event.
- ✓ Finalize the Christmas online auction list, submit it to Creamer Auction Co. to be posted, and full publicity efforts.
- ✓ Kick off Gala Gift Gathering events and Auction Committee solicitations.
- ✓ Reorganize Gala Auction Committee; prepare and distribute Auction contact lists and packets.
- ✓ Blitz Follow-up: update/complete Blitz ticket lists for next year's event to be held tentatively on November 15, 2025. Take down artwork and return to elementary schools.
- Follow-up/Evaluation meeting with Blitz Committee.
- Follow-up Evaluation Meeting with Shoppe & Savour Market event Committee.
- Follow up thank yous for Consumer Family Science class gifts.
- ✓ Continue to check in and put away Gala 2025 gifts as turned in.
- ✓ Put Shoppe & Savour Market supplies into storage.
- ✓ Get Christmas Online Auction publicity out to all alumni and locally.
- ✓ Put Blitz supplies back into storage.
- ✓ Follow up Blitz results/bookkeeping/bills.
- ✓ Follow up Shoppe & Savour results/bookkeeping/bills.
- ✓ Continue to prepare the Online Auction list and send it to Creamer Auction for upload.
- Design the Gala Raffle ticket. Get raffle rules and the parent letter to all principals for their approval to be ready for January distribution. Order printing of Gala raffle tickets.

Strategic Planning for the Development Office/Program

- Evaluate the September Alumni Event with the Committee and begin planning for next year's.
- ✓ Review and update Development's Strategic Plan.
- ✓ Research next year's Alumni Weekend to include a golf tournament. (Homecoming, September, on September 19, 2025)
- Begin to develop plans for an expanded Alumni Relations program and expanding events.
- ✓ Get the funding/project request application draft approved by the CCHS Board Development Committee and advance to the Cedar School Board for approval.
- ✓ Continue to give Dan all information, reports, and publicity pieces to post on cedarcatholic.org

Development Office Operations

- ✓ Design and compose larger and smaller mailings and promotional pieces as needed.
- ✓ Continue to keep database updates and donor records.
- Office staff learn and use Flocknote.
- ✓ Textbook Loan information and numbers update.
- ✓ Update system-wide monthly calendar.

Financials & Financial Assistance to Catholic Schools

- ✓ Update monthly Financial Reports.
- ✓ Pay development bills semi-monthly and do bookwork.
- Promote and expand Blue Ribbon membership to fund Catholic Development office expenses.
- ✓ Raise funds for Development's payments to Cedar Catholic for the budget.
- ✓ Cultivate and invite other gifts estate bequests.
- ✓ Obtain budget, tuition assistance, and technology gifts.

Publications & Publicity

- ✓ Begin to collect/organize information and photos for Cedar's Annual Report (Dan & Joani.)
- ✓ Kristi print/get ready gifts reports for Annual Report.
- Design and compose Cedar's Annual Report. (Dan & Joani.)
- ✓ Continue to design Development informational and promotional pieces for bulletins, Cedar Vision, Facebook, and the web page.