

Catholic Development Office
Development Work Focus for November
Updated 11-7-25

Fundraising Events

- ✓ Update and file 2025 Truck Raffle lists and 300 Club lists for next year.
- ✓ Continue organizing and getting gifts with the Blue Ribbon Development Committee for the Christmas Online Auction to benefit the Development Office.
- ✓ Set up the Online Christmas Auction in the Learning Center on November 20 to be viewed the night of the Blitz.
- ✓ Kick off the Christmas Online Auction with a gift display the night of the Blitz on November 22 and end the Online-only Auction on Monday, December 7.
- The Christmas Online Auction gifts will be on display on Thursday afternoon and Friday in the Learning Center.
- ✓ Design/compose and get information and ticket packets out for the Blitz tickets.
- ✓ Design/compose and get information out about the online auction and Blitz.
- ✓ Update the Blitz event with more prizes, new games, and fun this year.
- Webpage, online, and social media publicity of the Blitz and Christmas Online Auction.
- ✓ Continue promoting the CCHS Annual Fund Drive for 2025-2026 - Honorary Chm Chairs, Eric & Holly Dicks.
- ✓ Meet with the Fall Dinner Committees to review dinner plans and plan the evening program.
- ✓ Get Blitz Ticket Committee Packets ready and notify Ticket Sellers to pick up packets and get tickets sold in the next three weeks.
- ✓ Prepare reminder postcards and send to Blitz ticket buyers and ticket sellers.
- Organize Cedar's Annual Report (Joani)
- Form a larger Alumni Association Committee to plan next spring's event.
- ✓ Follow-up meeting with Blitz Committees for planning the event.
- Reorganization of all Gala Committees.
- ✓ Plan eighth, ninth, and tenth grade and parents Blitz and Gala work lists and send letters to families.
- ✓ Update and revamp Auction lists and Joani will meet with the Gala Auction Committee member.
- ✓ Check in and put away Gala 2026 gifts as turned in.
- ✓ Check in and put away Online Christmas Auction gifts as turned in.
- ✓ Continue updates with the newly formed Gala Shoppers Committee and the setting up of store registries of possible Gala gifts.
- ✓ Continue webpage, online, and social media publicity of all events.

Strategic Planning for the Development Office/Program (See Dan/Joani's Updated List of Strategic Plan Progress)

- Organize a larger Alumni Association Committee and plan next spring's alumni event at Skylon.
- ✓ Expand and enhance the upcoming CCHS Fall Blitz Dinner & Raffle. Organize a Fall online auction.
- ✓ Get the funding/project request application draft approved by the CCHS Board Development Committee and advance to the Cedar School Board for approval.
- ✓ Follow-up meeting with the Strategic Planning group leaders.
- ✓ Continue giving Dan all information and publicity pieces to post on the website.

Development Office Operations

- ✓ Design and compose larger and smaller mailings and promotional pieces as needed.
- ✓ Continue to keep database updates and donor records

Financials & Financial Assistance to Catholic Schools

- ✓ Pay development bills semi-monthly and do bookwork.
- ✓ Prepose and organize the new Tuition Credit funding program.
- ✓ Raise/get monthly Development payments to Cedar Catholic for their budget.
- Cultivate and invite other gifts, estate bequests.
- Obtain budget, tuition assistance, and technology gifts.