

## **Catholic Development Office**

### **Development Work Focus for October 31, 2025**

#### **Fundraising Events**

- ✓ Finalize 2025 Raffle Truck records.
- ✓ Pay Taxes and 10% of profits to the Development Office
- ✓ Send out postcard thank yous to all ticket buyers.
- ✓ Finalize 2025 CCHS 300 Club records.
- ✓ Pay Raffle Taxes.
- ✓ Meet with the Blue Ribbon Exec Committee to plan the Christmas Online Auction to benefit the Development Office. Blue Ribbon coordinates the Christmas Online Auction and is responsible for obtaining gifts for it.
- ✓ Follow up with the Blue Ribbon Executive Committee each week to check on the progress of auction gifts due by November 10 to get items listed with Creamer Auction by November 14.
- ✓ Kick off the Christmas Online Auction with a display of gifts the night of the Blitz, November 22, and end the Auction on December 7.
- Webpage, online, and social media publicity of the Blitz and Christmas Online Auction.
- ✓ Kick-off First Phase of CCHS Annual Fund Drive for 2025-2026. Eric & Holly Dickes Family are this year's Honorary Chairpersons, who wrote the appeal letter to alumni.
- ✓ Find new/additional members of the Blitz Dinner and Ticket Committees. Contact/meet with the Fall Blitz Committees to review dinner plans. Finalize the prime rib donation; Ron Eskens is preparing the meat this year.
- ✓ Reorganization of all Gala Committees, to include the 2026 Gala Auction & Grain Committees, and the Decoration Committees first. The upcoming Gala theme is "*Gala 2026- A Night In Havana.*"
- ✓ Kick off the newly formed Gala Shoppers Committee to begin store registries of possible Gala gifts.
- ✓ Deb Korth is chairing and planning the December 17 Scholarship Luncheon again.
- ✓ Assist Sheila at Cedar with publicity and obtaining recipes for a second "Creative Recipes" cookbook.

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

- ✓ Set date – May 24, 2026, will be the next Alumni Weekend.
- Form a larger Alumni Association Committee to plan next spring's event.
- ✓ Submit project request applications for project funding approved by the Cedar School Board.
- ✓ Meet with Strategic Planning Leaders to update them on Strategic Plan progress.
- ✓ Update Development website information.

#### **Development Office Operations**

- ✓ Design and compose larger and smaller mailings and promotional pieces as needed.
- ✓ Continue to keep database updates and donor records.
- ✓ Check in and put away Gala 2026 gifts as turned in.

#### **Financials & Financial Assistance to Catholic Schools**

- ✓ Update monthly Financial Reports.
- ✓ Pay development bills semi-monthly and do bookwork.
- ✓ Raise/get monthly Development payments to Cedar Catholic for their budget.
- ✓ Cultivate and invite other gifts, estate bequests.
- ✓ Work with the new Development Committee within the Cedar Catholic School Board.

#### **Publications**

- Begin to research and organize Cedar's Annual Report (Joani)
- Look at potential funding for Alumni/news-information publications. (News info also besides solicitation pieces.)