

**Catholic Development Office**  
**Development Work Report for December 12-31-2024**

**Fundraising & Appreciation Events**

- ✓ Finalize Plans for the December 18 donor-student appreciation Scholarship Luncheon.
- ✓ Conduct the Scholarship Luncheon. (Thanks to Deb Korth for being the solo Committee and all her work.)
- ✓ Host an open house/public display of Online Auction gifts on December 10 during office hours and the evening of December 14 during Cedar's Christmas concert.
- ✓ Continue to publicize and host an open house display of the Development Online Christmas Auction.
- ✓ Continue to prepare the Online Auction list and send it to Creamer Auction for upload.
- ✓ Conduct the Online Christmas Auction.
- ✓ Collect payments for auction purchases and distribute purchased gifts.
- ✓ Follow up bookkeeping of Online Auction through closing on December 11.
- Get out-of-town solicitation letters ready and sent to Gala Committee members.
- Follow-up/Evaluation meeting with Blitz Committee.
- Follow-up Evaluation Meeting with Shoppe & Savour Market Event Committee
- ✓ Initiate the second phase of the CCHS Annual Fund Drive for 2024-2025; Christmas Remembrance mailing.
- Follow up thank yous for Consumer Family Science class gifts.
- ✓ Continue to check in/put away Gala 2025 gifts as turned in. Go through all gifts so far and do data entry.
- ✓ Design the Christmas Remembrance card and conduct the alumni mailing.
- Design the Gala Raffle ticket. Get raffle rules and parent letter to all principals for their approval to be ready for January distribution. Order printing of Gala raffle tickets.
- ✓ Continue to check in and put away Gala 2025 gifts as turned in.

**Strategic Planning for the Development Office/Program**

- ✓ Review and update Development's Strategic Plan.
- ✓ Conduct a meeting with the new school board Development Committee to include the Blue Ribbon Executive Committee.
- Schedule a follow-up meeting with the Strategic Planning group leaders.
- ✓ Invite new Blue Ribbon memberships to assist in funding the Catholic Development Office.
- ✓ Met with the original Strategic Plan Core group: Duane Hoelsing, Cliff Steffen, and Paul Steffen for update.

**Development Office Operations**

- ✓ Put up Development Office Christmas decorations.
- ✓ Design and compose larger and smaller mailings and promotional pieces as needed.
- ✓ Continue to keep database updates and donor records.
- ✓ Manage and conduct regular day-to-day office work.

**Publications & Publicity**

- ✓ Continue to give Dan all information, reports, and publicity pieces to post on cedar catholic.org
- ✓ Get Volunteers to put up MWAC Lobby Christmas Decorations.
- ✓ Do a full campaign of Christmas Online Auction to all social, print, and radio media.
- ✓ Design an office Christmas card to include an invitation for the January 5<sup>th</sup> Blue Ribbon Social.
- ✓ Design publicity piece/publicize the CCHS Music Concert Hot Chocolate fundraiser.

**Financials & Financial Assistance to Catholic Schools**

- ✓ Update monthly Financial Reports.
- ✓ Pay development bills semi-monthly and do bookwork.
- Expand Blue Ribbon membership to fund Catholic Development office expenses.
- ✓ Raise funds for Development payments to Cedar Catholic for their budget.
- ✓ Cultivate and invite other gifts estate bequests.
- ✓ Conduct Christmas courtesies and public relations/donor cultivation and year-end gift invitations.
- ✓ Obtain budget, tuition assistance, and technology gifts.
- ✓ Obtain funds for faculty and teacher Christmas gifts/bonuses.
- ✓ Make Christmas cards and distribute Cedar Catholic and Holy Trinity Christmas bonus gifts.
- ✓ Raise funds and reimburse funds to Cedar Catholic for Annex pay off.