

Catholic Development Office
Development Work May 31, 2025

Fundraising Events

- ✓ Update data entry of Gala 2025 ticket lists for Gala 2026. (Kristi)
- (Kristi) Update data entry for Gala 2026 auction solicitation lists for Joani to review/develop to begin engaging current and new Auction Committee members for Gala 2026.
- ✓ Complete Gala 2025 thank-you letters.
- ✓ Joani, Dan, Jim Wintz, and Ryan Creamer met to follow-up and review the 2025 Gala Auction and make notes for next year's Gala.
- ✓ Due to needing more time to get teams and prepare for the Ryder Cup Tournament, it was canceled for this year and will be developed for next year in conjunction with tentatively the Holy Trinity/Cedar Catholic High School All-Class celebration on Sunday, May 24 at Skylon.
- Complete and mail Children's Scholarship Fund Tuition Assistance letters.

Strategic Planning for the Development Office/Program

- ✓ Begin updating progress of the Development's Strategic Plan to be done by July 1.
- Expand Blue Ribbon memberships to help fund the Catholic Development Office. Check with the Blue Ribbon Executive Committee on progress with prospective Blue Ribbon memberships. Dan and Joani updated Blue Ribbon Executive Committee members at a lunch meeting. Prospective memberships were also discussed.
- ✓ Support all classes that are planning class reunions. Class contact information and calendar/scheduling are available
- Expand alumni relations: Begin contacting members of each class to be class contacts to assist in updating alumni address information.
- Evaluate expansion and new events for this coming fiscal year. (Implement ways to expand current efforts and plan new; next year's alumni golf tourney and All-class event at Skylon.)

Development Office Operations

- Design and compose upcoming 300 Club letters or other correspondence as needed.
- Continue to keep database updates and donor records with follow-up thank yous.
- Manage and conduct regular day-to-day office work.
- Begin annual archive updates for future history reference. The Development Office for Cedar Catholic updates this every spring and summer.

Publications & Publicity

- Continue giving Dan Hoising information, reports, and publicity pieces to post on cedarcatholic.org.
- Consider other publicity pieces updates.
- ✓ Review and update all of the Development Office website information. (Dan has completely taken over the responsibility of expanding the cedar website information updates to make the website the best it has been.)
- Update or design new Development program brochure/publicity piece.

Financials & Financial Assistance to Catholic Schools

- ✓ Complete Gala 2025 bookwork and event financial report/tally.
- ✓ Pay development bills semi-monthly and do bookwork.
- Expand Blue Ribbon membership to fund Catholic Development office expenses.
- ✓ Cultivate and invite other gifts and estate bequests.
- ✓ Continue to seek budget, tuition assistance, and special request gifts.
- ✓ Continuing to invite gift donations to the Dick Kuhn Memorial Bus Fund to go with the \$20,350 donated at Gala 2025, for a newer used school bus.