

Catholic Development Office

Development Work December 2025

Fundraising Events

- CCHS Fall Dinner Blitz & Raffle follow-up meeting to evaluate the expansion of the Blitz and update event lists.
- CCHS Fall Dinner Blitz & Raffle follow-up distributions.
- ✓ Finalize Christmas online auction list, submit to Creamer Auction Co. to be posted, and conduct the auction.
- ✓ Do full publicity efforts for Christmas online auction: print and social media publicity, open house at games, etc., to view the Auction gift display in the Learning Center.
- ✓ Form the Gala Gift Registry Shoppers Committee and engage them in sending gift registry suggestions to be listed on a gift registry site.
- ✓ Finalize the list of Gala 2026 gift suggestions for the new feature for the Gala Gift Registry on myregistry.com
- ✓ Send 350 "Gala Gift Gathering" letters, announcing and inviting participation in the Gala 2026 gift registry
- ✓ Send over 200 Gala 2026 Gift registry letters to our Catholic school parents to announce and invite participation in the new feature for giving Gala gifts via the gift registry.
- Prepare Gala Auction Committee solicitation lists and packets.
- ✓ Get out-of-town solicitation letters ready to be sent to Lincoln and Sioux Falls for Auction Committee solicitation visits.
- ✓ Blitz follow-up: update/complete Blitz ticket lists for next year's event.
- ✓ Finalize plans and conduct the December 17 Scholarship Luncheon with Deb Korth. Big thanks to Deb for all her work to make this a very nice event.
- ✓ Continue to promote the CCHS Annual Fund Drive for 2025-2026. The next/second phase is the Christmas Remembrance mailing.
- ✓ Conduct the Christmas Online-only Auction, follow up payments, and bookwork.
- Check in the Gala 2026 gifts that have been turned in.
- ✓ Design the Christmas Remembrance card and conduct the alumni mailing.
- ✓ Design the Gala Raffle ticket. Get the raffle rules and parent letter to all principals for their approval to be ready for January distribution. Order printing of Gala raffle tickets.
- ✓ Meet with Ryan Creamer/Creamer Auction Co., to follow up and evaluate Christmas Online Auction.

Strategic Planning for the Development Office/Program

- Plan for next spring's alumni event.
- Begin to develop plans for an expanded Alumni Relations program and revamping events.
- ✓ Schedule and conduct a follow-up meeting with the Strategic Planning group leaders.
- ✓ Continue communication and publicity efforts to give Dan all information, reports, and publicity pieces to post on cedar catholic.org and Cedar Facebook.

Development Office Operations

- ✓ Design and compose larger and smaller thank yous, Christmas, and promotional pieces as needed.
- ✓ Continue to keep database updates and donor records.
- ✓ Get Volunteers to put up MWAC Lobby Christmas Decorations.
- ✓ Put up Development Office Christmas decorations.

Financials & Financial Assistance to Catholic Schools

- ✓ Update monthly accounts.
- ✓ Pay development bills semi-monthly and do bookwork.
- Expand Blue Ribbon membership to fund Catholic Development office expenses.
- ✓ Send Development monthly payments to all Catholic Schools for their budget assistance.
- ✓ Cultivate, invite, and obtain major gifts and estate gifts.
- ✓ Obtain budget, tuition assistance, and year-end gifts.
- ✓ Fund faculty & staff Christmas gifts, prepare gift cards and monetary gifts for Holy Trinity & Cedar Catholic.
- Prepare the Development Office's six-month financial reports.

Publications & Publicity

- ✓ Begin to collect/organize information and photos for Cedar's Annual Report.
- Design and compose Cedar's Annual Report.
- ✓ Design an office Christmas card to include an invitation for the January 4th Blue Ribbon Social.
- ✓ Do all publicity for events and public relations for all other efforts as needed.