

Catholic Development Office
Development Work Report, Completed March 31, 2026

Fundraising Events

- ✓ Continue to process and enter auction gifts on the list.
- ✓ Check in and put away Gala 2026 gifts as turned in.
- ✓ Follow up with Auction Committee members to complete solicitations to get on the Auction list, in the Gala book, and send to Creamers for the online auction.
- ✓ Prepare the entire final auction online and book lists.
- ✓ Continue and complete the update of all Auction display Certificates
- ✓ Register actual business/individual certificates as they come in.
- ✓ Process Gala Raffle tickets as they are turned in.
- ✓ Enter and prepare raffle results and class student winners lists.
- ✓ Complete Gala book pages and get to the printer to get the book page copied and books done.
- ✓ Post committee job descriptions and all Gala communication (during January, February and March) on cedarcatholic.org
- ✓ Send reminder letters early March to 8th, 9th, and 10th-grade parents (who did not help with the Fall Blitz) to help serve, be kitchen helpers, or miscellaneous dinner help at the Gala.
- ✓ Oversee all other Gala coordination details.
- ✓ Focus on the publicity of Gala Auction items.
- ✓ Go full scale on all Gala publicity – social media, print ads, web page.
- ✓ Process Gala alumni raffle tickets with final results.
- ✓ Monitor/meet/coordinate with respective Gala Committees to review before the event and evening-of tasks to be done.
- ✓ Do Gala follow-up: put Gala supplies into storage, bookkeeping and reports, auction gift follow-up, and prepare Gala gift and purchase thank yous.
 - Update Gala ticket lists and auction solicitation lists for next year's Gala

Strategic Planning for the Development Office/Program

- ✓ Review and update Development's Strategic Plan.
- ✓ Research ways to enhance and expand Alumni Relations.
- ✓ Continue planning the All School Alumni Reunion on May 23 & 24th.

Development Office Operations

- ✓ Design and compose 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.
 - Update the system-wide calendar.

Publications & Publicity

- ✓ Continue to give Dan Hoelsing all information, reports, and publicity pieces to post on cedarcatholic.org and the Development Facebook.

Financials & Financial Assistance to Catholic Schools

- ✓ Continue to update Financial Reports.
- ✓ Do weekly/monthly bookkeeping: pay Development bills and do checking accounts.
- ✓ Continue to plan and conduct fundraising events/activities, to obtain budget assistance for the schools and the Development Office.