

**Catholic Development Office
September 2026**

Fundraising Events

Truck Raffle:

- ✓ Display and sell tickets at Schuetzenfest, Riverboat Days, Holy Trinity Fly-In Breakfast, Booster Club Kick Off, and Football and Volleyball games.
- ✓ Monitor, support, and connect with ticket sellers to encourage successful ticket sales.
- ✓ Enter all ticket sale data, deposit raffle proceeds, and finalize ledger.
- ✓ Update on Truck ticket sales: currently over 900 with 2 weeks left.

Alice Pommer, 300 Club

- ✓ Sell 300 Club tickets at Holy Trinity Fly-In Breakfast, Booster Club Kick Off, and Homecoming Football game.
- ✓ Conduct/assist 300 Club Chm. Alice Pommer with the CCHS 300 Club ticket sales.
- ✓ Prepare and add to the new 300 Club buyers list.
- ✓ Update for 300 Club ticket sales: over 200 tickets

Fall Blitz

- ✓ Create publicity pieces for Fall Blitz.
- ✓ Meet with dinner committee about meal planning.
- ✓ Prepare information for the parent and student volunteers.
- Collaborate with decorating committee on decorations.
- ✓ Contact Ron Eskins about assisting with the meal.

Annual Drive

- ✓ Collect letter and photo for the 2026-27 Annual Drive Honorary Chairs, Chris & Kayla Gubbels. Information gathered by Sept. 15th.
- ✓ Finalize layout and prepare materials for the upcoming campaign mailing.
- ✓ Update the website with current Annual Drive information.

Christmas Online Auction

- Collaborate with President on preparing Letter to Blue Ribbon Members about gift donations.

Gala

- Begin Gala Auction new solicitation efforts and lists.
- ✓ Get Gala Grain solicitation letters out to the Grain Committee by mid-September.
- ✓ Met with Gala Decoration Committee to confirm theme and begin brainstorming ideas for 2027.
- ✓ Collaborate with Grain Chairmen about Gala 2027 Grain Auction

Strategic Planning for the Development Office/Program

- Expand alumni engagement by collaborating with the Alumni Association to broaden news distribution and strengthen relationships.
- Expand Blue Ribbon memberships to help fund the Catholic Development Office and school budgets. Check with the Blue-Ribbon Executive Committee regarding prospective and new kinds of Blue Ribbon memberships.

Development Office Operations

- Continue to update all databases and donor records.

Financials & Financial Assistance to Catholic Schools

- Continue to invite gifts to the Development fund for the Development Office and our schools' needs.
- ✓ Reconciliation of all accounts for the month of September.
- ✓ Meet with Auditor from Arch Dioceses to finalize the financial audit for 2025-2026 and go over Development office financial system.
- ✓ Complete State Raffle Annual Report (Truck and 300 Club).
- ✓ Send monthly budget support checks to High School and Elementary schools.