

Getting Started

Tools 4 Schools is a resource designed to help Archdiocesan Catholic Schools to advance their Development efforts. It provides a simplified way to locate reference materials and resources in the areas of Communication, Fundraising, Recruiting, and Volunteers, among others. You can think of Tools 4 Schools as an online consultant — that's ready to address the evolving development needs of your school. If there is something you would like included in Tools 4 Schools, or if you just have comments that you would like to share, please send us an email at: T4S@archgh.org.

Why was Tools 4 Schools Developed?

Tools 4 Schools was developed to help:

- Increase success at the school level for Development activities such as Communications, Fundraising, Recruiting, and Volunteers.
- Expand your access to resources that exist for professionals.
- Strengthen your school's ability to achieve long-term success.

Who Should Use Tools 4 Schools?

- It is intended for use by Principals and Administrators who may then assign staff and/or volunteers access to the site.
- Basically, all personnel involved with development activities relating to communications, fundraising, recruiting, and volunteers.

How is Tools 4 Schools Organized?

Tools 4 Schools consists of five sections represented visually as tabs at the top of the page. Each section contains levels of content:

- **Essentials**





The basics – the activities and qualities you should establish before going forward – the cake.

- **Building on the Essentials**

Activities that enhance the basic functions of development – the icing.

The five sections of Tools 4 Schools include:

- **Development**

This section defines the process of development and provides an overview of development practices. Development, as you will see, is not one function, but a process that incorporates many functions in the following areas:

- **Communications**

This section provides you with successful ways to communicate effectively with school constituents – parents, teachers, students, and other friends. It helps you devise a strategy to tell your story.

- **Fundraising**

This section provides you with helpful tips on how to define and cultivate your donor base, with the end result being able to successfully raise money for your school.

- **Recruiting**

This section provides you with comprehensive information about ways to effectively recruit new students to your school.

- **Volunteers**

This section provides you with useful information about how to cultivate relationships with volunteers from your community, as well as ideas for utilizing their time and talent.

