

A background image of children in a classroom. In the foreground, a young Black girl with braided hair is smiling broadly, showing her teeth. She is wearing a grey sweatshirt with a crown logo and the word 'REGINA' on it. Behind her, a white girl with long brown hair is looking forward, holding a pink and white water bottle. The background is slightly blurred, showing other children and classroom shelves.

Fundraising *Guidelines*

Regina Catholic Schools

2025



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Definitions

Fundraiser

An event or sale of goods held to generate financial support (examples: chocolate sales, benchwarmers, bake sale, car wash.)

Sale

The exchange of a commodity, good or service for money - may not necessarily be for fundraising support (examples: chocolate sales, cookie sales, used uniform sales.)

Event

A planned public or social occasion, a sports competition - may not necessarily be for fundraising support/purposes (examples: Golf outings, Hit-a-thon, Party.)

Charity Drive

A planned effort to raise funds or collect items for a charitable cause (examples: food drive, book drive, clothing drive.)

Fundraiser, Sale, Event, Charity Drive

Approval *Process*

For each fundraiser, sale, drive, and/or event, the following steps will need to be taken a minimum **four (4) weeks** prior to the fundraiser or event:

STEP 1

Check the Calendar ([Link](#)) for other fundraiser/sale/event happening at or around the same time.

STEP 2

Complete this [request form](#) about the fundraiser/sale/event.

STEP 3

Once the form has been reviewed you will receive an email to confirm, deny or ask for additional information about the event/fundraiser. Please note **nothing can be advertised** until they have been approved.

REMINDER:

Venmo accounts cannot be used for the collection of money. Currently only cash, check, and credit or debit cards through the Form + Payment (*formerly Jotform - see below*) can be used to collect money.

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Advertising

Advertising is the responsibility of the group hosting the event/fundraiser/etc.

Any graphics, info sheets, etc. must be created by the group hosting the event/fundraiser/etc.

Information about events/fundraiser/etc may be shared through social media, Regal Weekly (2 weeks), other Regina Communication, etc. by request through the appropriate request channels.

The Regina Communication and Marketing Department is not responsible for creating logos, fliers, etc. and all items must be approved by the Department prior to distribution. Information regarding school logos and color guidelines can be found in the brand guidelines located [here](#).

The Regina Communication and Marketing Department reserves the right to approve, request changes and at their discretion decide what is allowed to be shared out to the school community.

All fliers, yard signs, etc must additionally be approved by the respective school administrator prior to placing on school property.

Additional Approvals

Activities Approval

Regina Sports Teams
Boosters
PISA

**ALL must be additionally approved by the AD*

Regina Clubs

All clubs need to be additionally approved by Jr/Sr
High Principal.

Regina Home & School

Additional approvals must come from the Elementary
Principal.



New *Information*

NEW

Following the event/fundraiser you will be asked to complete a form regarding the event/fundraiser so we can provide more data on what is happening in and around Regina.

NEW

Volunteers - requests for volunteers is the responsibility of the entity hosting the fundraiser/event/etc. Regina will not supply volunteers for your event/fundraiser/etc.



Booking *Space*

To book a space within the Regina School Buildings please contact Carolyn Sueppel, carolyn.sueppel@regina.org. Please refer to the Facilities Guide for more information.

Insurance

Some events may require additional insurance by the Dioceses of Davenport. Events that may require additional insurance include, but are not limited to: carnival events/amusement rides, fireworks, water activities, and more. If you have any questions about if your event may require additional insurance contact Jen Hoeger at jen.hoeger@regina.org.

Fundraisers Requiring a Form + Payment *Formerly Jotform*

Money can only be collected through cash, checks and now form+payment (formerly Jotform).

Money cannot be collected through Venmo.

Beginning 3/10/2025 we are now using the Regina Website Platform to host forms and collect payments for items that cannot be purchased through Bound.

- Form requests must be made a minimum of 10 business days in advance of the form going live and being disseminated. This should provide ample time for the forms to be created, reviewed and approved.
- Form requests must include all the information needed to complete the form:
 - *Introductory information*
 - *Information regarding pricing, sizing, descriptions, etc.*
 - *Photos (if required - ie. for apparel)*
 - *School Bank account that the funds should go into*

*Please note all funds received through the website will go into a transfer account and Amber Green, Senior Accountant will deposit the funds into the respective accounts as received.

Gambling

Bingo, Raffles, and Games of Chance (ie. Super Bowl Squares, Pick 'ems - almost anything that could be considered low(er) stakes sports betting) are currently all subject to a 6% tax in the State of Iowa. Please note that you will need to report what is made on the fundraiser to Amber Green and the 6% owed will come out of your net proceeds.

Raffles with a prize over \$500 - the winner will be required to complete tax paperwork as their winnings will be considered income. If you have any questions, or would like to avoid these tax implications please contact Jen Hoeger, jen.hoeger@regina.org or Amber Green, amber.green@regina.org for more information.

Alcohol

Absolutely no events with alcohol can be held on the property of Regina Catholic Schools. No alcohol is allowed on the Regina Campus. No events on the Regina Campus can sell, serve or have alcohol consumed at them.

Events with alcohol held off the premises must receive additional approval and may require additional insurance. Events with alcohol cannot have any students nor individuals under the age of 21 present.

For questions or more information please contact Jen Hoeger, jen.hoeger@regina.org.

Branding *Information*

Any use of the Regina Name, logo, etc must follow the Branding Guidelines and be approved by the Regina Communications Director. Please refer to the Regina Branding Guidelines for this information.

Best *Practices*

- Avoid door to door sales when possible, be creative & think outside the box for ideas!
- Fundraisers should last no longer than two (2) weeks.
- Be specific about your asks and clear what the money is going towards.
- Set a financial goal and track your expenses, it's not a fundraiser if after expenses you didn't raise any funds. It's a FUN-raiser.
- Just because it's been going on for a long time or is "tradition" doesn't mean it's raising funds. Reevaluate after each event if the value is worth the time, effort and money being made.
- Thank your donors.

Get in *Touch*

If you have any questions,
please reach out.

 jen.hoeger@regina.org

