

Workplace Giving

Employee Guide



Workplace Giving benefits to you

- Convenient and easy way to donate to your favourite charity.
- Immediate tax benefit – donations are taken out of your gross income, which means you pay less tax and you don't have to collect receipts.
- 100% of your donations are going to families caring for children with life-threatening conditions.
- If your company matches your donation, you are doubling the impact for families in need. For example, it only costs you \$20 a month, but Very Special Kids receives \$40.

How do I get started?

- Complete the Workplace Giving Pledge Form on the page below and submit to your Payroll or HR Manager and then check your pay slip to ensure donations are being deducted correctly.
- If your employer does not already have a Workplace Giving Program, then mention it to your Line Manager or HR Manager and suggest that they get in touch with Very Special Kids who can come and meet and discuss how to set up a program.

For more information or help with Workplace Giving, please contact our Corporate Development Lead, Lucy Garrido on 03 9804 6227 or email lgarrido@vsk.org.au





Workplace Giving Pledge Form

YES! I would like to support Very Special Kids

Your support can make a real difference and help families when they need it the most! It's simple, just authorise regular donations from your pre-tax pay to Very Special Kids by completing this pledge form. Then give this form to your HR or Payroll Manager. Simple!

First Name		Surname	
Job Title			
Company Name			
Address			
Suburb		Postcode	
Business Tel		Mobile	
Home Tel		Email	

- I would like to donate the following amount each pay weekly, fortnightly or monthly to Very Special Kids.
- I authorise deductions to start from the first pay period after receiving this completed form. This pledge will remain active unless cancelled in writing.
- \$50 \$25 \$10 \$5 Other: \$

Please give this form to your HR or Payroll Manager, to start deductions pre-tax.

Signature _____ Date: _____

Thank you for making a difference to Very Special Kids and the families we support