

# Workplace Giving

## Employer's Guide



### Workplace Giving benefits to your business

- You are helping your staff do something they really care about
- Builds staff morale, loyalty and a culture of giving
- Demonstrates community engagement and fulfils corporate social responsibility
- Doubling the donation: by matching the donations made by your staff, you are doubling the impact for families in need. For example, a staff member contributes \$20 a month and Very Special Kids receives \$40 a month.

**86% of employees are proud to work at their organisation because of a Workplace Giving Program.**

### Getting Started

#### Get top down support

Ensure your CEO and/or senior management are visibly supportive. An email from the CEO to all staff can make a great impact and influence potential workplace givers. We are happy to visit and make a short presentation to them about Very Special Kids.

#### Recruit Workplace Giving Champions

These people will be instrumental in recruiting colleagues to sign up for Workplace Giving. We are happy to arrange a visit to our building and hospice in Malvern for your champions.

#### Talk about it

Do you have staff conferences? Hold team breakfasts or lunches? Hold team meetings? Use an intranet or send staff newsletters? We are happy to attend your offices and speak to staff about Workplace Giving to Very Special Kids. We will also provide you with promotional materials and information.

#### Make it happen!

- Distribute the pledge forms to employees (see page 2).
- Collect and give the completed forms to Payroll for processing on the payroll system.
- This process will be similar to other packaged expenses/deductions already managed by payroll. Superannuation and other payroll taxation calculations will not be affected.
- Forward the donations to Very Special Kids each pay period.
- Record employees' workplace giving contribution on their annual PAYG summary (group certificate).
- There are also Workplace Giving platforms you can use to administer the donations for you.

If you would like more information on workplace giving, please contact our Corporate Development Lead, Lucy Garrido on 03 9804 6227 or email [lgarrido@vsk.org.au](mailto: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!

<b>First Name</b>		<b>Surname</b>	
<b>Job Title</b>			
<b>Company Name</b>			
<b>Address</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Business Tel</b>		<b>Mobile</b>	
<b>Home Tel</b>		<b>Email</b>	

- 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**