

workplace giving – information for employers

There are four simple steps to setting up a workplace giving program:

1. Confirm the cause of choice

As a team, you can make a big difference to the lives of children and their families around Australia – a little each week can help more sick children have less sick days. And companies can further demonstrate their support for the community by matching their employee's donations.

The work of Children's Hospital Foundations Australia partners has a major impact on the health of nearly all Australian children. To find out more about Children's Hospital Foundations Australia visit our website at www.childrenshospitals.org.au or contact us on 1300 062 673.

2. Set up the Internal Processes

Ensure that the program coordinator effectively communicates that pre-tax workplace giving operates differently than salary sacrificing.

Employees Responsibility:

- Complete pledge form and give to payroll or HR
- Check pay slip to ensure donations are made correctly

Organisations Responsibilities:

- Distribute a pledge form to staff through employee induction packs, the intranet or other employee communication mechanisms;
- Receive completed pledge form and ensure correct and confidential distribution of funds;
- Key information from the pledge form into the payroll system (process similar to other packaged expenses / deductions already made by payroll);
- Forward donations to nominated community organisations each pay period
- Record employee's workplace giving contribution on the annual PAYG summary (Group Certificate)

3. Launch the Programme

Launching the program is an important part of the success of any payroll giving program – Children's Hospital Foundations Australia can work with you to organise a successful launch for your workplace.

4. Keep the Enthusiasm Going!

Saying "thank you" is critically important and assists in ensuring the programme is successful – however it is also important to maintain donor anonymity. Children's Hospital Foundations Australia can provide you with stories about the work that is being done and where the money is going to ensure the success of your workplace giving programme.....helping more children have less sick days.