



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 vulnerable families in need.

86% of employees feel proud to work for their company because of a sponsored 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.

Recruit Workplace Giving Champions

These people will be instrumental in recruiting colleagues to sign up for Workplace Giving.

Talk about it

Do you have staff conferences? Hold team breakfasts or lunches? Hold team meetings? Use an intranet or send staff newsletters? Get the conversation flowing; enthuse and motivate. Spread the word.

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 MSFIN each pay period
- Record employees' Workplace Giving contribution on their annual PAYE summary (group certificate)
- There are also Workplace Giving platforms you can use to administer the donations for you.

Email contact@msfin.org.au for further information



Providing essential material aid to vulnerable families in crisis
www.msfin.org.au





Workplace Giving Pledge Form

YES! I would like to support Mums Supporting Families in Need (MSFIN)

Your donation can make a real difference and help vulnerable families in crisis when they need support the most. It's simple. Just authorise regular donations from your pre-tax pay to MSFIN by completing this pledge form. Then give this form to your HR or Payroll Manager. Too easy!

YOUR INFORMATION

Your Name :	<input type="text"/>		
Company Name :	<input type="text"/>	Job Title :	<input type="text"/>
Address :	<input type="text"/>		
Suburb :	<input type="text"/>	Postcode:	<input type="text"/>
Work phone :	<input type="text"/>	Mobile :	<input type="text"/>
Contact email:	<input type="text"/>		

I would like to donate the following amount each pay weekly, fortnightly, or monthly to MSFIN

I authorise deductions to start from the first pay period after receiving this completed form. This regular giving pledge will remain active unless cancelled in writing.

\$50.00

\$10.00

\$25.00

\$5.00

Other: \$

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

Signature: _____ Date: _____

