

Workplace Giving Guide

SMALL CHANGE



BIG CHANGE



When you sign up to Caritas Australia's Workplace Giving Program, you can use your small change to make a big change to the lives of people from the world's most marginalised and vulnerable communities.

For over 55 years, Caritas Australia has worked hand in hand with the most marginalised and remote communities in Australia and overseas, to confront the challenges of poverty. Through locally-led programs we work towards a world where all can thrive and reach their full potential.

By signing up to Workplace Giving, you and your organisation can help make a real and lasting difference for people living in poverty around the world.

As the international aid and development agency of the Catholic Church in Australia, Caritas Australia works with and for all people, to address immediate needs and long-term goals, regardless of religion, race or political beliefs.

With your support, we can accompany communities to build on existing local strengths and resources, supporting them to drive their own development, for more transformative and sustainable change.

When a crisis hits, Caritas Australia partners with local organisations on the ground so that they can immediately mobilise and provide relief to communities in the hours after a disaster.

On behalf of Caritas Australia, thank you for journeying with us as we work towards a just world for all.

With gratitude,

Kirsty Robertson

**Kirsty Robertson
Chief Executive Officer
Caritas Australia**



WHAT IS WORKPLACE GIVING?

Workplace giving is the most simple and tax effective way for employees to give to Caritas Australia. This greatly reduces Caritas Australia's administration costs so more money reaches the people who need it most.

BENEFITS FOR EMPLOYEES

Workplace Giving is a smart and easy way to make small, regular contributions to Caritas Australia through your pre-tax pay, so you receive the tax benefit straight away rather than waiting until the end of the financial year. Once you notify your payroll team that you wish to give through Workplace Giving, they organise the payments for you!

BENEFITS FOR EMPLOYERS

A strong Workplace Giving Program can drive positive culture, attract new talent and retain engaged employees. By matching your employees' donations, you can encourage more staff to join in and double their impact!

Workplace Giving in action

WHEN YOU GIVE \$25 A MONTH

it only costs you

\$4.25

a week*

You save

\$96

a year on tax

If your company matches your

\$25

Caritas receives \$50

*Based on 2018/2019 annual taxable income of \$37,001 – \$90,000, excluding medicare levy.



\$6 can provide two health check-ups a year for a person living with a disability or HIV/AIDs in India



\$10 can provide an ex-combatant in the Democratic Republic of Congo with three visits to a specialised medical centre to deal with trauma



\$20 can help pay for a child's school fees in rural Zimbabwe for one term



\$60 can assist women to set up a savings and loans group in Indonesia

To register for Workplace Giving, turn to page 7.

OUR IMPACT AROUND THE WORLD



ASIA

Countries we work in:

Cambodia, Bangladesh, India, Indonesia, Myanmar, Nepal, Philippines, Vietnam, Timor-Leste

We support Rohingya refugees in Cox's Bazar, like Halima, to participate in hygiene and sanitation training so that they can protect their families from COVID-19.

PACIFIC

Countries we work in:

Papua New Guinea, Solomon Islands, Fiji

With the generosity of our supporters, Caritas Australia helped Shaniella's school community build a water tank so that students can access clean water.



AUSTRALIA

We walk alongside First Australians, like Tom Powell, from Red Dust Healing, to strengthen cultural identity and healing amongst First Australian communities.



AFRICA

Countries we work in:

Democratic Republic of Congo, Malawi, Mozambique, Tanzania and Zimbabwe

In Tanzania, we help women like Oliva to become financially independent through literacy and numeracy classes.





HOW TO REGISTER TO WORKPLACE GIVING?

You can sign up to Workplace Giving today in 3 easy steps:

- 1

Complete the Registration Form on the next page. You can also download it at www.caritas.org.au/workplace-giving


- 2

Provide completed form to your Payroll Office to set up your pre-tax deductions.


- 3

Your Payroll Office can email or post the form to Caritas Australia at workplacegiving@caritas.org.au or GPO Box 9830, Sydney NSW 2001



■ **That's it!** If you elect to receive communications from Caritas Australia, we will provide you with regular updates on the impact of your giving!

REGISTRATION FORM

My Details

Full Name				
Work Email Address				
Work Phone				
I would like to donate the following amount to Caritas Australia each pay period.				
\$6	\$10	\$20	\$60	Other: \$_____

My Work Details

Company Name				
Position				
Payroll Contact Name				
Payroll Contact Email Address				
Company Address				
Employee ID (if required)				

Thank you for using your small change to make a big change to the lives of people from the world's most marginalised and vulnerable communities.

Instructions for Payroll: Each pay period, we require a simple summary of your organisation's contributions to ensure all donations are recognised and credited correctly. Please email this form to workplacegiving@caritas.org.au to receive confirmation and our EFT details.

Approval to commence deductions:

- I'd like my donation to begin at the next pay period
- I'd like my donations to begin: ___/___/___

Signature: _____ Date: _____

Caritas Australia recognises the importance of your privacy and personal information. We collect personal information to facilitate the processing of your donation and issuing of tax receipts. We also collect your personal information for fundraising and marketing purposes. ABN 90 970 605 069. Please tick here if you do NOT want to receive future postal fundraising communications from Caritas Australia.

Every dollar can change lives



Contact our Workplace Giving Team to find out how your small change can make a big change.

E. workplacegiving@caritas.org.au

P. 1800 024 413

W. www.caritas.org.au/workplace-giving

Follow us on social media

