### COMMUNICATE & CELEBRATE

Share the difference that's been made through collective donations

## TIPS ON ENGAGING STAFF

#### 1 Designate a Workplace Giving Champion

Your Champion will help promote Workplace Giving internally, answer questions, and run ideas for campaigns. Having an internal champion encourages staff participation, and they will always have the support of the Foundation.

#### 2. Communicate and celebrate your achievements

Let your staff know your achievements, such as money raised or projects helped, through quarterly emails or posters in the staff room or kitchen. This creates a positive environment for staff and makes them feel supported by their organisation.

#### 3. Engage senior leaders

Staff appreciate seeing senior management support programs like Workplace Giving. Your CEO can be a role model and send out an initial letter at the start of a campaign (we can assist in writing one) or donate money themselves.

#### 4. Match your staff's donations

By participating in matched giving, you're letting your staff know you support them and us.





#### Contact us

Contact us and we will forward a simple Workplace Giving Pack.

PO Box 123, Red Hill QLD 4059

P: (07) 3872 2204

E: amaqfoundation@amaq.com.au

www.amaqfoundation.com.au





# Why not support AMA Queensland Foundation's Workplace Giving Program?





Workplace giving is a simple and cost-effective way for your organisation to support doctors doing good, support your staff in their community activities, and demonstrate your organisation's position as a contributor to the community.



Our staff are delighted to help the AMA Queensland Foundation and their many worthwhile projects. My personal favourites are always the projects related to children, for example Townsville Hospital Emergency Department's desperate need for a special bed to weigh seriously ill children, so they can receive the correct treatment.

Lisa Story MD World Travel Professionals 77

#### WHAT IS WORKPLACE GIVING?

Workplace giving is a simple and effective way for employees to regularly donate to AMA Queensland Foundation. The employee can nominate an ongoing amount to donate which is then automatically deducted from their salary. As the donation is deducted from the employee's pre-tax pay, it is not only easy to implement but tax effective.

#### **BENEFITS FOR EMPLOYEES**

**Tax effective** - Workplace giving donations are deducted from the employee's pre-tax salary, which effectively reduces their salary for taxation purposes.

**Simple** - As the donations are made before tax, the employee does not need to worry about including the donations in their tax return.

**Doing good** - All of the money donated will go to one of AMA Queensland Foundation's many projects. To find out what kind of work we do, visit our website at www.amaqfoundation.com.au

#### BENEFITS FOR EMPLOYERS

Workplace giving is a chance for your organisation to demonstrate you corporate social responsibility and be recognised for it, too. If your organisation has over 5 participating staff, we invite you to include your organisation logo on our website on the "Workplace Giving" page. At the Foundation we appreciate your support, and we charge no administrative costs to take part.



Some organisations choose to match their employee's donations. This not only reinforces your organisation's commitment to the Foundation, but further supports your employee's community efforts and morale.

The AMA

Queensland Foundation was established as a means to

relieve sickness, suffering and disability among Queenslanders

in need.

#### HOW TO SET UP WORKPLACE GIVING

You can find information on setting up workplace giving on the Australian Taxation Office website. Employees simply need to complete a payroll giving form, which we will provide.

Setting up workplace giving is a simple process, but we are always here to help. Please feel free to contact us with any questions or suggestions.





