

# Workplace Giving

## Employer Registration Form



### Getting started

Having a *Workplace Giving* program demonstrates your company's commitment to making a difference in the community.

Many organisations also choose to match employee contributions. This is a great way to give back and showcase your corporate social responsibility. In fact, research suggests that workplace giving can increase employee engagement by strengthening productivity, ethical behaviour, gratitude and pride.

#### Setting up a *Workplace Giving* program is simple:

- 1 Complete the Employer Registration Form and submit it to: [fundraising@diabetesvic.org.au](mailto:fundraising@diabetesvic.org.au)
- 2 We will then set up a donor account for your organisation and send you everything you need; including our ABN and bank account details. Note Diabetes Victoria has both Deductible Gift Recipient (DGR) and ACNC status.
- 3 Ask your employees wishing to support Diabetes Victoria to complete an *Employee Registration Form* and send a copy to: [fundraising@diabetesvic.org.au](mailto:fundraising@diabetesvic.org.au)  
**Please ensure you only send information from employees who have authorised to do so.** Refer to notes below.
- 4 Deduct the agreed donation amount per pay cycle or as specified by the employee. Deposit donations from all employees as a lump sum into the nominated Diabetes Victoria bank account quarterly. Please ensure you use your organisation's reference number so we know who you are.
- 5 At the end of the financial year, employees need to be informed in writing of the amount they have donated - This can be done by email or payment summary. Refer to notes below.

### Notes

**Employee privacy** - Diabetes Victoria would love to say thank you and tell your employees the impact their donations have had. Even though your employees have chosen to support Diabetes Victoria, you are only allowed to share their details with us if they have given you written consent to do so. Please ensure you check on their employee registration form that they have provided consent before sharing their details with us.

**Informing by email** - When informing employees of their total donation amount at the end of the financial year by email, you will need to include the following:

- your name and ABN
- the employee's name
- the total amount donated for the financial year
- that the amount was donated to a charity.

### Further information

For further information please request our Employer FAQ's via email to: [fundraising@diabetesvic.org.au](mailto:fundraising@diabetesvic.org.au) or see the [guidelines](#) provided by the Australian Tax Office.

Contact our fundraising team: [fundraising@diabetesvic.org.au](mailto:fundraising@diabetesvic.org.au) or call **1300 437 386**.



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### COMPANY DETAILS

**Company name:**

**Company address:**

**Suburb:**

**State:**

**Postcode:**

**Industry:**

**Existing Workplace Giving program:**

**YES**

**NO**

**If Yes, do you match gift contributions?:**

**YES**

**NO**

### COMPANY WORKPLACE GIVING CONTACT DETAILS

**Contact name:**

**Position:**

**Work phone:**

**Mobile:**

**Email:**

### FURTHER INFORMATION

We would like to share with you and your employees the impact of your generous donations and offer our valuable services. Please indicate which you would like to receive:

NO, do not send me quarterly updates

Send me information about *Lunch and Learn Health and Well Being Programs*

Send me information about type 2 diabetes risk assessment and the *Life!* Program

Send me a copy of the Diabetes Victoria *Annual Review*

Please return the completed form to the fundraising team at: [fundraising@diabetesvic.org.au](mailto:fundraising@diabetesvic.org.au)

For information about our *Privacy Policy* go to [diabetesvic.org.au/privacy-policy](https://diabetesvic.org.au/privacy-policy)  
Any questions, contact us at [fundraising@diabetesvic.org.au](mailto:fundraising@diabetesvic.org.au) or call 1300 437 386.

