

**UNITED WAY BALLARAT**  
**WORKPLACE GIVING PROGRAM**

**A GUIDE FOR  
WORKPLACE  
GIVING  
REPRESENTATIVES**

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# THE WORKPLACE GIVING REPRESENTATIVE

Thank you for being a Workplace Giving Representative! Your time, commitment and efforts will have positive effects throughout your organisation and your community.

This guide is designed to assist you in your role as Workplace Giving Representative. It includes information, tips and resources.

Here at United Way Ballarat we are dedicated to working with your organisation towards a happier, healthier, BETTER Ballarat.

## THE ROLE

This role is not intended to be time-consuming or burdensome, but it is hugely important. You will be responsible for things such as:

- Promoting United Way Ballarat and the Workplace Giving program in your organisation through: word of mouth, putting up posters, creating opportunities for United Way Ballarat to speak at staff meetings or special events, and working with your organisation's leaders to make giving part of your workplace culture.
- Communicating with donors and other staff by distributing newsletters and information, and by being your organisation's 'go-to person' for all things United Way Ballarat!
- Facilitating fundraising events for United Way Ballarat, such as casual clothes days or bake sales. Encouraging your employees to engage in fundraising or to attend United Way Ballarat fundraising events.
- As a Workplace Giving Representative, you will get:
  - Opportunities to attend professional development and networking events, to meet like-minded people from other organisations
  - The support of the Supporter Engagement Coordinator, CEO and entire United Way Ballarat team to make your program successful
  - Resources, information and tools to achieve your program's goals
  - Knowledge that you are making a difference in your organisation and your community

# WHY WORKPLACE GIVING?

## GOOD FOR YOUR BUSINESS · GREAT FOR YOUR COMMUNITY

A Workplace Giving program allows your organisation to give back to the community by helping where it is needed most. The program boosts morale, encourages teamwork, and promotes positive values that make your business a better place to work and, enhance your public profile.

Employees who participate in the program get:

- The opportunity to make a positive and meaningful contribution
- Convenient giving options through payroll giving
- Assurance that their contributions will go to the areas most in need
- Opportunities to engage in their community through Corporate Volunteering

# ABOUT PAYROLL GIVING

## HOW IT WORKS

- Employees pledge a nominated amount from each paycheck, using the donation form.
- A copy of this form is given to your payroll department and a copy is sent to United Way Ballarat (you may also wish to keep a copy for your own records).
- Your payroll department begins making deductions and sends these funds to United Way Ballarat periodically by cheque or bank transfer.
- Remittance advice is sent to [info@unitedwayballarat.org.au](mailto:info@unitedwayballarat.org.au) or P.O. Box 50, Ballarat, 3353.  
(It is preferable that remittance advice differentiates between funds for the Ballarat Community Fund and the Ballarat Imagination Library.)
- Funds are allocated to the Ballarat Community Fund or Ballarat Imagination Library, as per donor's preference.
- Funds from Ballarat Community Fund are distributed annually through our allocations process to areas where they are most needed.
- Funds from Ballarat Imagination Library provide books for Ballarat children each month.
- Contributions are included on employee's PAYG Payment Summary and are tax deductible.
- Donors receive newsletters and updates about the programs they are supporting.

# CORPORATE VOLUNTEERING

## GREAT FOR TEAM BUILDING WHILE BENEFITING THE COMMUNITY

Aside from giving money (which we love!), another meaningful gift you can give your community is your time.

The United Way Ballarat Corporate Volunteering program allows our community partners to tap into the skills and expertise of Ballarat's workforce and gives them the people-power to complete vital projects.

As participants in the Corporate Volunteering program, your organisation will:

- See the impact of your Workplace Giving donations
- Boost morale and foster team building
- Elevate your corporate image
- Experience first-hand some of the issues facing our community

A list of upcoming corporate volunteering and board member opportunities will be distributed periodically.

Or, to discuss a particular opportunity please contact United Way Ballarat on 5331 5555 or [info@unitedwayballarat.org.au](mailto:info@unitedwayballarat.org.au)

# TIPS FOR RUNNING A SUCCESSFUL WORKPLACE GIVING PROGRAM



**Ask** – “Not being asked” is one of the top reasons for not giving



**Induction process** – Give new employees the opportunity to join the Workplace Giving program as part of the induction process



**Engage leaders** – When the leaders of your organisation support the program, others will follow



**Be visible** – Arrange to speak at a staff meeting about the Workplace Giving program – or invite a United Way Ballarat representative to make a presentation



**Communicate** – Send newsletters and communications to your employees, to show them how their contributions are making a difference. Encourage employees to connect with United Way Ballarat on social media



**Think outside the box!** – Think of ways you can raise awareness and funds for United Way Ballarat. Be creative!



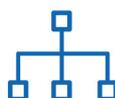
**Create incentives** – What incentives could your organisation offer employees to sign up or increase their contribution?



**Celebrate** – Celebrate your organisation’s involvement in the Workplace Giving program and thank those who contribute



**Seeing is Believing** – Join us on our annual Seeing is Believing tour, where we visit some of the programs your donations help to support



**Share ideas** – Attend a Workplace Giving Representative networking event, meet other Representatives and share ideas

# ABOUT UNITED WAY BALLARAT

United Way Ballarat asks all the citizens of Ballarat and surrounding areas to do three things:

**GIVE** – money and goods, **ADVOCATE** – on behalf of those who cannot, **VOLUNTEER** – to invest time in our community

Founded by local citizens in 1983 as the Ballarat District Community Fund to raise and distribute resources back to the community in the areas identified as most in need

Incorporates Volunteering Ballarat and the Ballarat Community Fund as the peak body for volunteering activity in the local area and the lead agency for corporate social responsibility including workplace giving

A member of the National and Global United Way Movement; a network of 4000 grass roots organisations across 46 countries who collectively raise and distribute more than \$6 billion dollars every year back into their local communities

Today United Way Ballarat is working to advance the common good of our community by focusing on **EDUCATION**, **INCOME** and **HEALTH**. These are the building blocks for a good life—a quality education that leads to a stable job, enough income to support a family through retirement, and good health.community



# RESOURCES

We have designed a range of digital and print resources to assist you in your Workplace Giving program:

Donation form  
Organisation certificate  
Series of United Way Ballarat posters  
Donor certificate template  
**Etc (Still to be confirmed)**

To discuss customised materials, please contact us.

# CONNECT



[linkedin.com/company/united-way-ballarat](https://linkedin.com/company/united-way-ballarat)



[twitter.com/unitedwayballt](https://twitter.com/unitedwayballt)



[facebook.com/unitedwayballarat](https://facebook.com/unitedwayballarat)



[info@unitedwayballarat.org.au](mailto:info@unitedwayballarat.org.au)



[www.unitedwayballarat.org.au](http://www.unitedwayballarat.org.au)

# SUPPORT

At United Way Ballarat, we will support you in your role as Workplace Giving Representative. For more information, advice or assistance, please contact our team:

**Geoff Sharp**

Chief Executive Officer  
[geoff.sharp@unitedwayballarat.org.au](mailto:geoff.sharp@unitedwayballarat.org.au)

**Ange van den Berg**

Supporter Engagement Coordinator  
[ange.vandenberg@unitedwayballarat.org.au](mailto:ange.vandenberg@unitedwayballarat.org.au)

**Karyn Doyle**

Office Coordinator  
[karyn.doyle@unitedwayballarat.org.au](mailto:karyn.doyle@unitedwayballarat.org.au)

**Pam McKee**

Communications & Community Partners  
[pam.mckee@unitedwayballarat.org.au](mailto:pam.mckee@unitedwayballarat.org.au)

**Mary Nodoro**

Accountant  
[mary.ndoro@unitedwayballarat.org.au](mailto:mary.ndoro@unitedwayballarat.org.au)

# WHAT YOUR SUPPORT WILL MEAN

In 2016, the United Way Ballarat Community Fund is funding 19 programs through Ballarat and surrounding region. Your contributions will help [United Way Ballarat](#) assist Ballarat families to gain a sustainable



## **Creswick Men's Friendship Shed - Hepburn Health Service**

The Shed acts as a beacon, providing an inclusive, friendly, non-threatening environment where men can interact with a small group of people and participate in a number of community projects.



## **Planned Respite, Socialisation and Recreation - Centacare Ballarat**

A program that seeks to support people with a mental illness who are socially isolated and have limited networks by providing opportunities for participation in socialisation, recreational and education activities outside their usual routines. At the same time, those who are carers for the participants are given planned respite time.



## **Autism Expo – Ballarat Autism Network**

The expo aims to increase community-wide understanding and awareness of the impact of autism and the services available to parents, family members, professionals and community members.



## **Clemente – Centacare Ballarat**

Clemente is an unique program aiming to integrate the most disadvantaged members of our community into mainstream tertiary education.



## **Aspire - Aboriginal Literacy Foundation**

This program aims to relieve entrenched poverty by focusing on education, providing literacy and numeracy training for young indigenous girls aged between 5 - 14 years.



## **Look Good Feel Better Workshops - Cancer Patients Foundation**

A free community service program dedicated to teaching cancer patients how to manage the appearance-related side-effects of treatment. Workshops cover skin care, make-up and head wear demonstrations, leaving them empowered and ready to face their cancer diagnosis with confidence.



## **Ballarat Brothers Men's Group - Ballarat and District Aboriginal Cooperative**

This project aims to reduce the social isolation of indigenous men with chronic health conditions, mental illness or drug and alcohol issues. The informal, confidential, interactive and culturally safe environment allows them to improve self-esteem, health outcomes, family relationships and community connections.



## **Programs for vulnerable kids - Aquinas Young Vincentians**

Students volunteer to provide weekend camps and Kids Days Out to make a difference in the lives of disadvantaged Ballarat and regional children. The programs provide a respectful and positive group environment that builds confidence and better school behaviours for the children who attend.



## **Mentoring of students who have a refugee background - Mercy Connect**

Mercy Connect volunteers assist newly arrived children on refugee or humanitarian visas with their educational transition. The trained volunteers have an educational background and spend three hours a week with students.



**Therapy groups for children dealing with the effects of domestic violence - WRISC Family Violence Support**

Targeting children who have experienced family violence, homelessness or high conflict separation, this program provides therapy for a mixed-gender group of children aged 13 and up.



**Financial advocacy for people at risk of homelessness - Child and Family Services**

Advocating on behalf of tenants experiencing financial hardship to assist them establish or maintain tenancies that are at risk, as well as enhancing the skills of those same people in the budgeting and management of their finances.



**LARF - (Life skills, Activities, Recreation, Friendship & Fun ) - The Salvo Connect Western**

LARF participants are partnered with mentors who contribute wisdom, a different life experience, guidance, support and positive role modelling to ease them into life in the mainstream.



**Phoenix College Breakfast Club - Ballarat Christian Fellowship**

This program provides a nourishing meal in a safe environment for approximately 250 secondary students per week who do not receive breakfast at home.



**Ballarat In-School Mentoring - Big Brothers Big Sisters**

A donor and volunteer-supported mentoring network that matches adult volunteers (Bigs) with vulnerable young people, aged 7 - 17 years (Littles), who face a range of issues.



**Teen League - Pinarc Disability Support**

A social club for teenagers with Aspergers Syndrome that provides supported social activities aimed at reintegrating the teenagers into mainstream youth activities or groups as their social skills develop over time.



**Breezeway meals for the homeless - UnitingCare Ballarat**

People who are homeless, those with mental health issues and people in crisis can access a substantial and nutritional midday meal every day of the year in a warm and safe environment. Whilst they are there, people have access to referral to other support services such as Centrelink, health and financial professionals.



**Community breakfast program for homeless and isolated people - Anglicare Ballarat**

Volunteers share a free nutritious breakfast with people who may suffer homelessness, financial disadvantage and social isolation in a warm, safe and friendly environment. Guests can also access other basic material needs and find referral to other support services when they visit.



**Keeping in Touch Program - Whirled Foundation**

Reconnecting sufferers of Ménière's disease with each other and their community, encouraging them to explore available options and improve their emotional wellbeing, as well as providing role models who successfully manage their condition.



**Moving Bodies, Moving Boundaries Through Beat Fit - Ballarat e.motion21**

An innovative and engaging fitness / dance program for children and young adults with Down syndrome that promotes health, wellbeing, friendships, confidence and life potential to engage society to shift common and outdated ideas regarding Down syndrome.



Level 1, 3 Peel Street South | PO Box 50 Ballarat VIC 3353 | P: (03) 5331 5555 | F: (03) 5331 8618  
E: [info@unitedwayballarat.org.au](mailto:info@unitedwayballarat.org.au) | W: [www.unitedwayballarat.org.au](http://www.unitedwayballarat.org.au)

