



How to organise a charity golf day

Register your event

Contact us to register your event so we can make your fundraising official. We will issue you with a Supporter Agreement which shows that you have been given permission to genuinely raise money for us.

Things to consider

- The date and time of the event
- The venue
- How you will recruit teams
- Whether you should set up a committee to help you organise the event and run the day
- How much you will charge each team
- Whether you will contact businesses to sponsor holes/ the event
- Other activities you may have on the golf day such as an auction or raffle.

After the event

Thank those who took part straight away with an email or text. You could follow this with a polite email to any guests who pledged a donation, perhaps through the auction.

Please send your donations to Havens Hospices as soon as possible and return your unopened buckets and tins (if you used them at your event) to Havens Hospices. Our volunteers will count the donations and we'll let you know how much you and your team raised. If you took some good photos, you could upload to social media tagging @havenshospices.

Please email our Fundraising Team at fradmin@havenshospices.org.uk to request your Supporter Agreement, which shows you are legitimately fundraising for Havens Hospices.

Raising donations

Ask local businesses to sponsor a hole on the golf course. Write a letter outlining your event and how they can get involved (you can include your Supporter Agreement as proof you are genuinely raising funds for Havens Hospices). You could sell advertising in a programme or banners around the course.

Set a fee for each team/person to take part and collect this before the event. You could also hold competitions like 'Longest Drive' or 'Closest to the pin'.

Other ways to raise money at the event could include holding an auction or raffle. You could ask the golf club where you are holding the event to donate some prizes for your auction or raffle.

At dinner time leave donation envelopes on the tables and make a speech to explain to guests how their contribution is going to help Havens Hospices continue caring - you could show a film about our hospices from our [YouTube channel](#).

Keeping it safe and legal

When organising the golf day speak to the venue about completing a risk assessment and any other tasks you may need to undertake in order to hold your fundraising event legally and safely.