



CERTIFICATE OF INSURANCE REQUEST

REQUESTS ARE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED. ALL REQUESTS SHOULD BE SUBMITTED A MINIMUM OF TWO WEEKS BEFORE THEY ARE NEEDED.

Requester's Name:	Date:
Phone #:	Email:

Name of Property Holder requesting the Certificate of Insurance:

Name:	
Address:	
City:	State:
Zip Code:	

Is this location your Chartered Organization? ☐ No ☐ Yes

Be careful that you do not sign any forms that require you to agree to "hold harmless" or "indemnify" the organization. You are not an officer of our COUNCIL and your signature on a document with those words does not represent the COUNCIL or Scouting America, but it does put you and your assets at risk. Please reach out to your District Executives with any questions.

Type of Activity: ☐ Unit ☐ District ☐ Council

Unit Information: ☐ Pack ☐ Troop ☐ Crew ☐ Post ☐ Ship

Unit Number: _____

District Name: _____

Description of Activity:
Date(s) of Activity:
Actual location or place of activity including address:

Are you being charged a fee by this location? ☐ No ☐ Yes **Amount charged:** _____

Please send all COI requests to Marjorie.Ramirez@scouting.org, allow a minimum of 2 weeks for processing, some requests may take longer.

What is a certificate of insurance?

A certificate of insurance is a document that gives evidence of the insured's financial ability (via an insurance policy) to respond to a claim.

Why are certificates needed?

Certificates give evidence that the other party has appropriate insurance to cover the claims for which they may be responsible.

All activities must be an authorized BSA activity, see the **Guide to Safe Scouting**, online at <http://www.scouting.org/scoutsource/HealthandSafety/GSS/toc.aspx>

General Information

1. Please allow ***AT LEAST TWO WEEKS BEFORE THE CERTIFICATE IS NEEDED*** for processing. Some requests will need to be reviewed by the Risk Management Department at the National Office and may take longer to process. Requests are processed in the order in which they are received.
2. The form must be completed in full and include a copy of all written requirements from the certificate holder
3. When completing the Certificate of Insurance Request form, please keep the following in mind:
 - **Requestor** is the name and contact information for the person completing the form.
 - **Certificate Holder/Property Holder** is the organization that owns the property. Examples: The Township owns the park or community center, the Board of Education owns the school. Please include their address.
 - **Type of Activity & Description** – Select the type of event and include a brief description such as Den meeting, camping trip, Court of Honor, etc.
 - **Date of Activity** - Actual dates are necessary. If your unit is camping, you must include the date the trip starts and the date the trip ends. If you are requesting a COI for regular meetings it is acceptable to indicate "Troop meetings every Wednesday evening."
 - **Location of Activity** – This is the actual location of the activity and must include the physical address. Example: Name of Park, 123 Main Street, Your Town, NJ 12345.
 - Please check with the Certificate Holder/Property Holder to see if they require specific wording or if **the standard wording** is acceptable BEFORE submitting a request for a COI.

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