

REQUEST FOR LIABILITY INSURANCE

To: Mt. Diablo Silverado Council #023
Boy Scouts of America
800 Ellinwood Way
Pleasant Hill, CA 94523 (925) 674-6100 Fax: (925) 674-6191

FROM: Pack/Troop/Team/Crew/Post/Ship # _____ District _____
Name _____
Address _____
City/State _____ Zip _____
Phones: Home _____ Cell _____
Email (for certificate) _____

We are requesting a Certificate of Liability Insurance in the amount of:

\$1 Million Other _____

PLEASE read notes on next page before proceeding further!

Name of Property Owner (Certificate Holder) and address:

Address of property you are using (if different from above):

Purpose of usage (of property) _____

Dates of usage (of property) _____

Are you paying any kind of fee for use of this property? _____ No _____ Yes

If yes, how much are you paying: \$_____ and is this (circle one) the full fee or a discount

If this is a discount, what is the regular fee? \$_____

Is the Certificate Holder your chartered organization? _____ No _____ Yes

Is this use a _____ service project _____ Eagle project

Certificate will be emailed to Requestor. If you want it emailed to the Property Owner or others, please include their emails here: _____

- MDSC requires 5 working days to process the request.
- Most entities request an additional insured clause on the certificate such as “The certificate holder is additional insured....” This clause *cannot* be added if you are paying for the property or are doing a service project (such as an Eagle Project). Anytime the property owner is benefiting by your unit using their property, either financially or service, they must assume a portion of the liability.
- An endorsement cannot be produced for any certificate for any reason by the local Council office.
- Do not contact the National office directly; all requests must go through your local Council.
- Certificate year is March 1 through February 28/29.
- School districts *are no longer* automatically issued. Please complete this form each year and we will produce your certificate of insurance.
- Open food items will not be insured. Packaged ice cream, canned sodas, etc. are acceptable.
- If you have a signed contract with the entity requesting the certificate of insurance, please also fax or email a copy of that document with your request. **This is very important!**
- If the signed contract contains a “Hold Harmless” agreement, please be aware that the Scout Executive for our Council must sign it. Please have a signature block for his signature and date added to the contract before submitting your request to Council.
- Please also note that if the entity requesting the insurance needs an endorsement, or has any other insurance requirement, the certificate may have to be prepared by National. This will add a few days to the processing time.
- If this is for a unit fundraising activity (other than the annual Council Popcorn Sale), please be sure to attach a copy of the approved “Unit Money-Earning Application” to your request. COI’s for fundraisers require the Unit Money-Earning application.