

REQUEST FOR CERTIFICATE OF INSURANCE

CERTIFICATE REQUEST SHOULD BE IN OFFICE AT LEAST TWO WEEKS BEFORE THE OUTING.

TYPE OF UNIT: _____ NO. _____ DISTRICT (Circle one): AV BH CAH LC CB BO

CONTACT PERSON IN THE UNIT: _____

Would you like to be emailed/faxed a copy? YES NO

Email: _____ Fax: (_____) _____ - _____

TOUR AND ACTIVITY PLAN NUMBER: _____

A Tour and Activity Plan is required if your unit is requesting an insurance certificate for an event outside of Council, or if it is a high risk activity. These activities include, but are not limited to: Aquatics activities (swimming, boating, floating, scuba, etc.); Climbing and rappelling; Orientation flights (process flying plan); Shooting sports; Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.)

DESCRIPTION OF ACTIVITY: (EXAMPLE: DAY USE, OVERNIGHTER, COURT OF HONOR)

DATES OF ACTIVITY: _____ / _____ / _____, TO: _____ / _____ / _____

NAME OF FACILITY: _____

CITY: _____, FACILITY CONTACT PERSON: _____

PHONE: _____ EMAIL: _____

NAME OF CERTIFICATE HOLDER AND ADDRESS: (THIS WILL BE THE NAME AND ADDRESS ON THE CERTIFICATE, BE SURE TO INCLUDE BOARD MEMBERS, AGENCIES, OR COUNTIES, IF REQUESTED. (EXAMPLE: LA COUNTY DEPT OF PARKS AND RECREATION.)

HAS THE HOLDER REQUESTED TO BE ADDED AS ADDITIONAL INSURED: YES NO

TOTAL OF PEOPLE ATTENDING THIS EVENT: _____

TOTAL FEES CHARGED BY THE FACILITY: \$ _____

AMOUNT NEEDED: 1 MILLION / 2 MILLION

* **1 Million Dollars:** One million dollars certificates may take up 2 weeks to be processed. The request for certificate of insurance may be emailed, faxed, or mailed to Customer Service at: linda.otoole@scouting.org , (661) 723-1450, or 42402 10th Street West, Suite G, Lancaster, CA 93534. For any questions please call Linda O'Toole at (661) 942-0582.

* **2 Million Dollars:** if a facility is requesting 2 million dollars, the request must be sent to the National Office in Texas and may take up to 3 weeks to be processed. We must also have a copy of the contract or the request from the facility requesting 2 million, to send to the National Office.