



CERTIFICATE OF INSURANCE (COI)

As of March 15, 2012

CERTIFICATE OF INSURANCE GUIDELINES

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.

General Information

1. Please allow **AT LEAST TWO WEEKS** for processing.
2. Requests are processed in the order in which they are received.
3. The form must be completed in full, please include a copy of all written requirements from the certificate holder (if needed).
4. The activity must be an authorized activity in the BSA, see the Guide to Safe Scouting, online at <http://www.scouting.org/scoutsource/HealthandSafety/GSS/toc.aspx>
5. If the COI is for a fund raising activity, then an approved Unit Money earning Application must be included with the COI request <http://www.scouting.org/filestore/pdf/34427.pdf>
6. Please send all the completed and required information to
Linda Mickel at 973 765-9142(fax) or Linda.mickel@scouting.org

