

CERTIFICATE OF INSURANCE (COI)

As of May 1, 2017

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. Some requests will need to be reviewed by the Risk Management Department at the National Office and may take longer to process.
2. Requests are processed in the order in which they are received.
3. The form must be completed in full and include a copy of all written requirements from the certificate holder (the entity that owns the facility or property). You must also include copies of the facility's application forms, agreements and/or contracts. Forms that include phrasing like liability, indemnification and Hold Harmless may NOT be signed by a unit leader and must be submitted unsigned. Waivers of any kind must also be included with the request, even if they require a parent's signature.
4. 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.
 - **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.

5. The activity must be an authorized BSA activity, see the Guide to Safe Scouting, online at <http://www.scouting.org/scoutsource/HealthandSafety/GSS/toc.aspx>
6. If the COI is for a fund raising activity, a completed Unit Money Earning Application must be included with the COI request. The Unit Money Earning Application can be found at <http://www.scouting.org/filestore/pdf/34427.pdf>
7. Please send the completed request form and required documentation to Brenda Sonzogni at Brenda.Sonzogni@scouting.org.