



CERTIFICATE OF INSURANCE REQUEST-effective 01/01/2022

**REQUESTS ARE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED. PLEASE  
ALLOW AT LEAST TWO WEEKS FOR PROCESSING**

Requester's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Name of Property Holder requesting the Certificate of Insurance:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Is this location your Chartered Organization? No: \_\_\_\_\_ Yes: \_\_\_\_\_

A copy of the certificate of insurance will be emailed to the location listed above if an email address is provided.

**\*\*All Certificates of Insurance requests MUST be accompanied by copies of all agreements, applications, waivers, contracts and forms required by the certificate holder.**

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 Patriots' Path Council and your signature on a document with those words does not represent the PPC or the BSA but it does put you and your assets at risk. Please reach out to us with any questions.

**DESCRIPTION OF ACTIVITY: This information is needed for the certificate.**

Type of Activity:                      Unit                      District                      Council                      Other

Type of Unit:                      Pack                      Troop                      Crew                      Post                      **Unit Number:** \_\_\_\_\_

District Name:                      Fishawack                      Pioneer                      Raritan Valley                      Skylands

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 Brenda Sonzogni at [Brenda.Sonzogni@scouting.org](mailto:Brenda.Sonzogni@scouting.org), allow a minimum of 2 weeks for processing, some requests may take longer.