



CERTIFICATE OF INSURANCE (COI)

As of August 1, 2016

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 and include a copy of all written requirements from the certificate holder. It is also recommended to include a copy of the site's application forms, especially if they including phrasing like liability and Hold Harmless.
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 Brenda Sonzogni at Brenda.Sonzogni@scouting.org.

