

REQUEST FOR CERTIFICATE OF INSURANCE

**CERTIFICATE REQUEST SHOULD BE IN OFFICE AT LEAST TWO WEEKS
PRIOR TO THE EVENT OR OUTING**

E-mail to: Amber Green (Amber.Green@scouting.org)
Phone: 619-298-6121 ext. 243
Mail: 1207 Upas Street
San Diego, CA 92103

Date: _____

TYPE OF UNIT: _____ **UNIT NO:** _____
(Crew, Pack, Ship, Troop)

CONTACT PERSON: _____

CONTACT E-MAIL: _____

CONTACT PHONE: _____

CONTACT FAX: _____

DISTRICT: (Select Name)

DESCRIPTION OF ACTIVITY. PLEASE BE SPECIFIC.

DATES OF ACTIVITY: _____ **TO** _____

CERTIFICATE HOLDER/ORGANIZATION REQUESTING CERTIFICATE: (This will be the name and address on the certificate. Be sure to include board members, agencies, or counties, if requested. Attach a copy of any agreement, contract, permit or application from the certificate holder indicating their insurance requirements. If this is not included the certificate cannot be processed.)

Has the certificate holder requested to be listed as additional insured? YES NO

AMOUNT NEEDED: \$1 MILLION \$2 MILLION OTHER AMOUNT: \$ _____
(Circle Amount)

Total number of people attending this event: _____ **Total fees charged by the facility:** \$ _____

If this request is for Scout meetings, does it need to be set up as a renewal? YES NO

FOR ALL CUB SCOUT DAY CAMPS: Attach a copy of lease agreement/contract, specifically the pages that include indemnity language and insurance requirements.

PLEASE NOTE:

*\$1 Million Dollars: One million dollar certificates may take up to 1 week to be processed

*\$2 Million Dollars: Two million dollar certificates may take up to 2 weeks to be processed. A copy of the contract or the agreement from the facility requesting \$2 million must be attached to this request.