

REQUEST FOR CERTIFICATE OF LIABILITY INSURANCE

Certificates of insurance are issued upon request to companies and/or organizations providing the use of their site to Girl Scout troops/groups for Girl Scout activities. Many organizations/companies require a certificate of insurance before they will allow a group to reserve their site.

Certificates of insurance must be requested for **each** site. We do not have one blank certificate to send out. Please submit your request for a certificate of insurance 2-4 weeks prior to the scheduled use date. The certificate will be prepared and faxed directly to the insured organization/company.

Certificates of insurance are good from October 1 to October 1 of the following year.

Schools are covered under the **District** and certificates are mailed to the District Office. We do not cover each school individually. Please refer school requests to their District Office. If requesting a certificate for a school, please indicate the School District and that mailing address instead of the school.

Certificates provide \$1,000,000 General Liability Coverage.

Certificates of insurance will not cover rental vehicles or buses.

To request Certificate of Insurance, complete the form and email to: propertyrequest@girlscoutsaz.org

Please allow 1-2 weeks for processing.

In order to request a certificate of insurance, we need the following information about the organization/company to be covered: (*** required information**)

*Company/Organization Name _____

* Address _____ City _____ State _____ Zip _____

*Phone _____ *Fax _____

*Email _____

*Send to the attention of _____

Other affiliates to be listed as additional insured: _____

Person Requesting Certificate

*Name _____

*Email _____

*Home Phone _____ Work/Cell Phone _____

Girl Scout Activity/Event and Date(s)** _____

**Dates not required for troop meeting locations.

If you have any Questions, please contact GSACPC at: 602.452.7000