

# 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](mailto:propertyrequest@girlscoutsaz.org)

*Please allow 1-2 weeks for processing.*

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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