

Golden Gate Area Council, Boy Scouts of America

Request for Liability Insurance

TO: Golden Gate Area Council #023
Email: gsa@llæ åO •& ~ ç * Æ ! *

Today's Date: _____ DATE NEEDED: _____
Please allow a minimum of 2 full weeks to process. Though we try to process in a few days any requests that must go to National will require more processing time.

FROM: Pack / Troop / Crew / Post / Club / Ship # _____ District _____
Name _____
Address _____
City _____ Zip _____
Email _____
Phones: Home (_____) _____ Work (_____) _____
Fax (_____) _____ Cell (_____) _____

We are requesting a COI (Certificate of Liability Insurance) in the amount of:
 \$1 Million Other \$ _____
We cannot do a specific endorsement but can provide a copy of our general endorsement.

Please read notes on back of this request before proceeding further. 

Name of Property Owner (Certificate Holder), and address: (see next question for clarification):

Address of property you are using (if different from above): If this is a commercial building that has a name please list (such as Smith Realty) if not listed as property owner above:

Purpose of usage: _____ Dates of Use _____

Are you paying any kind of fee for use of this property: No Yes – fee is for _____
If yes, how much are you paying \$ _____; and is this the Full Fee Discount
If this is a discount, what is the regular cost \$ _____ Is this fee only for custodian? _____
Is this use a Service Project? Eagle Project?

Eagle Projects: Include separate sheet, Eagle Candidate's Name, Exact dates of project – if you need to add further dates in the future this is not a problem, 2-3 lines explaining what the service project is and if it is not for the Property Owner then who will it benefit.
Any other information you feel will be helpful _____

We would prefer to email the certificate to you, however if necessary we can fax, or mail, you will then forward to the property owner.

Please note:

- ✓ GGAC requires 12 working days to process a request. General turn around time is much less, however if there are amount or wording changes more time is needed to have COI provided by National Office. Requests one month in advance are not uncommon.
- ✓ There are additional clauses we cannot add to a COI. These change periodically. We will let you know as quickly as possible if we cannot provide what you are needing.
- ✓ Service Projects: The property owner is benefiting by your service project and as such should be covering the liability needs of your project. If this is not the case please contact us.
- ✓ An endorsement cannot be produced for any certificates for any reason. When necessary we will provide an general endorsement. This is usually for school districts.
- ✓ Certificate year is March 1 through last day of February. We generally do not receive the new certificate until the end of February. All annual certificates will be done immediately, such as school districts, churches, etc.
- ✓ DO NOT contact the National office directly. They will request that you call us. All requests must go through your local council.
- ✓ All requests should be submitted by adult leadership, not by Scouts.