

GREATER NEW YORK COUNCILS

REQUEST FOR CERTIFICATE OF INSURANCE

(Please print legibly or type)

PLEASE FILL OUT COMPLETELY

DATE REQUESTED: _____

TO: Volunteer Support Services
Email: supportdesk@nycscouting.org

FROM: _____
Requestor Scouting Position

PHONE: _____

EMAIL ADDRESS: _____

Unit, District, or Council Activity? _____

Which unit or district? _____

Description of activity/event _____

Date(s) of activity _____

Location of actual event/Description of facilities used: _____

Limits Requested: \$ _____

***** PLEASE ATTACH A COPY OF ANY AGREEMENT, CONTRACT, PERMIT OR APPLICATION
FROM THE CERTIFICATE HOLDER INDICATING THEIR INSURANCE REQUIREMENTS,
RULES AND REGULATIONS. *****

Organization Requesting Certificate (Complete name and address):

Has the certificate holder requested to be listed as additional insured?

☐ Yes ☐ No

If this request is for Scout meetings does it need to be set up as a renewal?

☐ Yes ☐ No

Are any fees required for services, use of property, etc.?

☐ Yes ☐ No

If so, Amount being charged? _____

If certificate is for a unit activity, is the certificate holder the chartered organization for the unit involved?

☐ Yes ☐ No

Additional comments: _____

**** MAXIMUM INSURANCE LIMITS ****

- In house insurance can be issued for up to \$2,000,000.00.
- The maximum amount National can issue insurance for is \$5,000,000.00

Please allow at least 2 weeks for processing of certificates to avoid delays and the possibility of not receiving your certificate in time.