

THE STANDARD INSURANCE REQUEST MAY TAKE UP TO 5 WORKING DAYS. THE EXTRA INSURANCE REQUEST (OVER 1M) MAY TAKE UP TO 10 DAYS.

**\*\* REQUESTS ARE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED \*\***

## REQUEST FOR CERTIFICATE OF INSURANCE

(Please print legibly or type)

**PLEASE FILL OUT COMPLETELY**

DATE: \_\_\_\_\_

TO: **John Fortini - Registrar**  
Phone: 508-872-6551 x 1001  
Email: [John.Fortini@Scouting.org](mailto:John.Fortini@Scouting.org)

FROM: \_\_\_\_\_  
Contact person at Council

Council #: 244

PHONE: \_\_\_\_\_ Ext. \_\_\_\_\_ Fax #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Unit, District or Council Activity? \_\_\_\_\_

Which unit or district? \_\_\_\_\_

Description of activity/event \_\_\_\_\_

Date(s) of activity \_\_\_\_\_

If certificate is for use of facilities, describe: \_\_\_\_\_

**\*\* FOR ALL CUB SCOUT DAY CAMPS \*\***

- Attach a copy of lease agreement/contract, specifically the pages that include indemnity language and insurance requirements.
- Scout executive confirmation that the camp program will be conducted in accordance with established standards as set in *National Standards for BSA Local Council Accreditation of Cub Scout/Webelos Scout Day Camps, No. 13-108*, and that the day camp director and program director hold current training certification through the National Camping School.

Scout Executive Initials: \_\_\_\_\_

Amount Needed \$ \_\_\_\_\_

**\*\*\* PLEASE ATTACH A COPY OF THE COMPLETED CONTRACT, PERMIT OR APPLICATION FROM THE CERTIFICATE HOLDER INDICATING THEIR INSURANCE REQUIREMENTS. IF THIS IS NOT INCLUDED THE CERTIFICATE CANNOT BE PROCESSED! \*\*\***

Certificate holder (Complete name and address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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