



Certificate of Insurance Request Form

In some situations a volunteer may be asked for a Certificate of Insurance (COI) stating the limits of liability for the council policy or to be listed as an additional insured. This may occur in the following instances:

- Use of a facility (school, church, etc.) for a group meeting, service unit event, etc.
- An event held at a non-council facility, such as a campground

Policy GSNIM requires a COI be requested for any program activity, contractual relationship, and/or site where Girl Scout programs and/or events take place. If the program is considered a specialized activity, GSNIM will request to be named as an Additional Insured.

GSNIM will provide a copy of insurance upon request. If the request involves a charge or fee to process, the group or service unit will be responsible for these charges.

Procedure For copies of the COI, please complete this form and send it to: GSNIM, Attn: COI Request, 10008 Dupont Circle Dr. East, Fort Wayne, IN 46825. If you have an agreement or contract, please include with your request. Please allow a minimum of one week to process (one month if there is a contract or agreement). You may also submit by fax to 855-422-0084 or email to frontdesk@gsnim.org.

Please mark the reason the COI is needed:

- Troop/Group meeting place Trip Specialized Activity Event
 Other _____

Please check one: _____ **Date Request was submitted** _____

- Certificate of Insurance Certificate of Insurance with group listed as an additional insured.

Name of Organization requesting certificate: _____

Address of Organization requesting certificate:

Address _____

City _____ State _____ Zip _____

Name of contact person at organization: _____

Contact Fax _____ Contact Email: _____

Girl Scout person submitting request: _____

Position with Girl Scouts: _____ Troop or SU #: _____

Phone number: _____ Email: _____

Event or activity that the certificate is needed for: _____

Dates and times of event or activity _____

Did you receive an agreement or contract for this event/trip? If so, please include with this request.

Did the organization give you a COI for them? If so, please include with this request.