

**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 SENT TO COUNCIL:** \_\_\_\_\_

**TO:** Insurance Request  
Phone: 909-793-2463  
Email : [045ciec.accounting@scouting.org](mailto:045ciec.accounting@scouting.org)

**FROM:** \_\_\_\_\_  
Unit Contact person

**Phone Number:** \_\_\_\_\_

**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. IF THIS IS NOT INCLUDED THE CERTIFICATE CANNOT BE PROCESSED! \*\*\***

Certificate holder/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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**\*\* 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 camp standards, and that the day camp director and program director hold current training certification through the National Camping School.

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

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