

# Certificate of Insurance Request Form

**Read directions thoroughly before completing form.**

Use this form for either of the following reasons:

- a) To request a certificate of insurance from a business/organization providing activities that require a certificate of insurance to be on file with the Council (such as horseback riding, roller/ice skating, bus/van rentals, campgrounds – see *Volunteer Essentials* for complete list). Check the current list of certificates of insurance on file before making a request. Businesses and organizations that have a current certificate of insurance on file with the Council are listed on the Council website, [www.gsgcc.org](http://www.gsgcc.org), on the “Forms” page. In the interest of time, leaders may also directly ask a business/organization to mail or fax a certificate of insurance to the Council: Attention Finance Department, Girl Scouts of the Colonial Coast, 912 Cedar Rd, Chesapeake, VA 23322; or fax: 757-547-1872.
- b) To request a Girl Scout certificate of insurance be issued to another party (e.g., a school that requires a Girl Scout certificate of insurance for a troop to meet in the school).

Submit completed form at least **TWO WEEKS PRIOR** to the time the certificate of insurance is needed.

Date of request: \_\_\_\_\_ Requesting volunteer’s name: \_\_\_\_\_  
 Volunteer position: \_\_\_\_\_ Day phone #: \_\_\_\_\_  
 Service Unit # \_\_\_\_\_ Troop # \_\_\_\_\_ Email: \_\_\_\_\_  
 Certificate of Insurance Requested for (list type of activity): \_\_\_\_\_  
 Date(s) to be covered: From \_\_\_\_\_ Through \_\_\_\_\_

**CERTIFICATE OF INSURANCE REQUEST FOR: (COMPLETE ONE)**

| Other party to issue certificate of insurance to<br>Girl Scout Council of Colonial Coast |  | Girl Scout Certificate of Insurance to be issued<br>to other party |  |
|--|--|--|--|
| Name of other party:   |  | Name of requesting party:  |  |
| Type of business/operation:  |  | Type of business/operation:  |  |
| Address:<br>City:<br>State:<br>Zip:  |  | Address:<br>City:<br>State:<br>Zip:                                |  |
| Phone:   |  | Phone:   |  |
| Fax:   |  | Fax:   |  |
| Email:   |  | Email:   |  |

**TO BE COMPLETED BY REQUESTING STAFF MEMBER ONLY**

Name of staff member requesting: \_\_\_\_\_ Date received from volunteer: \_\_\_\_\_  
 Staff member’s signature: \_\_\_\_\_ Date submitted: \_\_\_\_\_

**For GSCCC Certificate Issued to another Organization**

Date request form received: \_\_\_\_\_ Date Girl Scout Certificate of Insurance issued: \_\_\_\_\_

**For Certificate Of Insurance Requested From Outside Organization**

Date certificate of insurance requested: \_\_\_\_\_ Date certificate of insurance received: \_\_\_\_\_

**Date website support request submitted: \_\_\_\_\_**

## Certificate of Insurance Request Frequently Asked Questions

**What is a certificate of insurance (COI)?** It is a document issued by an insurance company, agent, or broker that certifies the existence of insurance coverage for an individual or business. The document will show the effective dates of the policy, type of insurance coverage provided, and the limits of coverage. The COI can also be used to extend protection under the insured individual's or business's insurance policy to a certificate holder via an "additional insured" clause on the COI.

**As a Girl Scout volunteer, when do I need to request a COI from a facility, vendor, or contractor?** When using a facility, vendor, or contractor in any of the following ways:

- Girls participate in any activities that pose physical danger, including (but not limited to) the following activities: amusement park rides, archery, backpacking, bicycling, borrow bus or van from another organization, camps that belong to other organizations, canoeing, caving, challenge course, high/low ropes course, horseback riding/horse grooming, indoor trampoline parks, kayaking, overnight camping, parades, rafting (includes moving current or pond/lakes), rappelling/climbing wall, rock climbing/rock gym, roller skating/ice skating, row boating, sailing, scuba diving, Segway, shooting sports, skateboarding, skiing/snowboarding, showshoeing, sledding/tobogganing, snow tubing, snorkeling, surfing, swimming, theme/water park, travel (domestic or internal), tree climbing, trip/travel camping, tubing, vaulting on horseback, waterskiing, windsurfing, and ziplining.
- Paying a contractor for a service including a disc jockey, square dance caller, science show, animal exhibits, spa services, bus tours, and boat tours.
- Using a facility for any reason other than what it is intended for the public – e.g., going to a pizzeria and making pizzas, visiting the local supermarket and getting a "behind-the-scenes" tour, making bread at a local bakery, etc.
- Sleeping in a museum or zoo.
- Camping, hiking, picnicking, etc., at a facility other than a GSCCC property (unless it is a government property as noted below).

**When is a COI not needed?**

- When using or visiting a government-owned facility for an activity – includes national, state and local government-owned or leased properties, e.g., post offices, town or county libraries and county parks. Parades on public streets and caroling in public neighborhoods also don't require a certificate of insurance.
- When participating in an activity that is not high-risk and is "typical" for the establishment – e.g., eating pizza at a pizzeria, viewing a movie or play at a theater, building a bear at the mall, touring a local bank and participating in a financial literacy seminar.
- When using a GSCCC-owned property or attending a GSCCC-sponsored program or training.

**Why do we need to request a COI?** A COI proves that the facility has insurance. In the event of an accident, the at-fault vendor/contractor/facility's insurance will pay the claim rather than Girl Scouts of the Colonial Coast being held vicariously liable.

**What information needs to be shown on the vendor/contractor/facility's COI?** The policy must carry a minimum of \$1,000,000 general liability insurance coverage and the Girl Scout Council of Colonial Coast must be listed as additional insured. It is recommended to not request a specific date as that can limit the coverage of the COI to the specified date only. When making a request, list Girl Scout Council of Colonial Coast as the "certificate holder".

**Is there a fee to request a COI?** No, there should not be a fee to request a COI from an insurance company for a vendor/facility/contractor. There is no fee to request a certificate from GSCCC for a school or other facility so the troop/group can use the facility.

**Do I need to request a COI from a large hotel chain such as a Marriott?** Yes, only if Girl Scout members are using the pool or other recreational facilities. Keep in mind that hotels do not generally have a lifeguard on staff. You will need to provide your own lifeguard in these situations.

**Is a COI needed for a restaurant chain or individual store in a mall?** Yes, only if girls are participating in a high-risk activity or an activity that is not "typical" for the facility. A COI is not required if girls are only eating or shopping.

**An outside group is sponsoring a "Girl Scout Day" at a local theatre, sporting facility, amusement park, etc. Does this mean they are approved by GSCCC and have a COI on file?** No, many companies sponsor "Girl Scout Days" and are not coordinating with GSCCC directly. Check the list on the Council website and submit a COI Request Form if the facility is not listed.

**Do I need to request a COI from a supermarket where we will hold a cookie booth?** If your cookie booth is on the sidewalk at a shopping center or in the lobby of a bank, supermarket, or other type of store, you do not need to request their COI as you are in a "public" area and are not participating in a high-risk activity.

**Always follow guidelines in Volunteer Essentials as well as GSCCC's Volunteer Policies. For further information, contact the Finance department at 757-547-4405.**