

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: _____

NAME: _____ PHONE: _____

ADDRESS: _____

E-MAIL: _____

TO: Annette Haslam
Greater Los Angeles Area Council, Boy Scouts of America
3450 E. Sierra Madre Blvd., Pasadena, CA 91107-1934
Phone: (626) 351-8815 x255 Fax: (626) 351-9149
E-Mail: annette.haslam@scouting.org

Unit, District or Council Activity? _____

Which unit and/or district? _____

Description of activity/event: _____

Date(s) of activity/event: _____

If certificate is for use of facilities, describe: _____

For 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 direct 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/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, how much is being charged? \$ _____

If certificate is for a unit activity, is the certificate holder the chartered organization for the unit involved? Yes No

Additional comments: