



Request for Certificate of Liability Insurance from Girl Scouts Heart of New Jersey

This request form is used if an organization requires a Certificate of Liability Insurance from Girl Scouts Heart of New Jersey.

Coverage may be:

- Renewed annually on **October 1st**, or
- Issued for a "**One Time Only**" event or activity with a specific date when interests ends.

Process

- Prior to completing this form, contact the Organization directly and verify their Certificate of Liability Insurance requirements.
- Verification from the Organization (Certificate Holder) includes:
 - Organization name and mailing address
 - Event location name and address
 - Organization contact name, telephone, and email address
 - Organization fax telephone number (optional)
 - Type of coverage required
 - Use of Premise
 - Additional Insured (a copy of contract/agreement is required)
 - Dates of coverage
- A Certificate of Liability Insurance will be issued directly to the Organization providing use of their site to Girl Scouts Heart of New Jersey Service Units, Troops, or Groups for events or activities.
- A "One-Time" copy of the Certificate of Liability Insurance will be emailed to the Event Coordinator.
- A copy of the Certificate of Liability Insurance can be accessed by your area Service Unit Support Specialist or Membership Specialist.
- This process may take up to five (5) business days.

Questions?

What is a Certificate of Liability Insurance?

A Certificate of Liability Insurance (COI) is a document prepared by an insurance company used to provide verification that an organization has obtained insurance coverage.

Why is a Certificate of Liability Insurance necessary?

A Certificate of Liability Insurance is an important document in that it serves as evidence that the "Named Insured" (Girl Scouts Heart of New Jersey) has obtained insurance.

When is a Certificate of Liability Insurance requested?

Certificates of Liability Insurance are typically required by opposite parties in a contract, agreement, or transaction to make certain the other party has the appropriate insurance coverage.

When does coverage become active for a Certificate of Liability Insurance?

Coverage becomes active on the date of issue.

Coverage may be:

- Renewed annually on **October 1st**, or
- Issued for a "**One Time Only**" event or activity with a specific date when interests ends.

What types of Certificate of Insurance can be requested?

Use of Premise – For use of premise for Girl Scout activities of the insured Girl Scout Council.

Additional Insured – The Certificate Holder named below is an additional insured on the general liability policy with respect to the use of its premises for Girl Scout activities of the insured Girl Scout Council.

What is "Additional Insured" on a Certificate of Insurance?

The Certificate Holder (requesting organization) is named as an "Additional Insured" on the Certificate of Liability Insurance and is actually given coverage, and has rights under the "Named Insured" (Girl Scouts Heart of New Jersey) in the event of a future claim.

Often, the Certificate Holder requesting "Additional Insured", has a specific statement that must be printed within the Certificate of Insurance Liability "Description of Operations". This specific statement can be located within a written contract/agreement.

The Certificate Holder requesting "Additional Insured", must have a written contract/agreement on file with Girl Scouts Heart of New Jersey.

Have more questions?

Please contact your area Service Unit Support Specialist (SUSS) or Membership Specialist (MS) for assistance.