

Minsi Trails Council Certificate of Insurance Request Boy Scouts of America

*Please note there is a minimum two week turn-around for requests required by the BSA National Office.

If the request is less than two weeks, Minsi Trails Council staff will try to accommodate as best as we can. Revisions by the national office may also be required, therefore to ensure a timely issuance, please allow enough time for questions, revisions and responses.

Please remit information to Ashley Leeper at Ashley.Leeper@scouting.org and Carbon Copy your District Executive.

Date of request: _____

District or Committee name: _____ Pack or Troop or Crew: _____ Unit #: _____

Unit contact: _____ Phone: _____

Activity contact: _____ Phone: _____

*Date/time of activity: _____

Type of activity (Please be specific): _____

Requestor information (Name of property owner or location requesting documents from you)

Name: _____

Address: _____

Facility of use address (if different): _____

Area of use (Please be specific, ie: parking lot, classroom, gymnasium, kitchen etc.): _____

What is the property owner requesting? **(PLEASE CHECK/COMPLETE ALL THAT APPLY.)**

Section 1

Proof of Insurance Certificate of Insurance (COI) \$1,000,000 Gen. Liability (higher amounts see Sec.2)

Named Additionally Insured: _____

Address: _____

COI with greater than \$1M Gen. Liability: Specify \$: _____ and Requirements: _____

A minimum per occurrence Agreement to Indemnify or Hold Harmless (can only be approved by SE)

Other (specify): _____

Section 2 Note: All documents related to facility use must be attached.

Is there an application for use of the facility? _____ if yes, please forward a copy.

Is there a fee for use? _____ If so, how many scouts are participating? _____

If this is for a meeting, is this a weekly unit meeting? _____

If yes, will this request be renewed next year? _____

If yes, is the requestor of proof of insurance your charter organization? _____

Is there a written agreement or contract? _____ if yes, please attach a copy of all documents.