



**REQUEST FOR CERTIFICATE OF INSURANCE** – Please allow two weeks for processing

Email: [JerseyShoreCouncil@Scouting.org](mailto:JerseyShoreCouncil@Scouting.org)

FAX 732-349-8093

Phone 732-349-1037 x 10

(PLEASE PRINT LEGIBLY OR TYPE)

Unit, District or Council event/activity? \_\_\_\_\_

Unit Type (Pack, Troop, Post, Crew) and #Number \_\_\_\_\_

Description of event/activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of event/activity: \_\_\_\_\_

Certificate Holder (This is the location of the event: YOU are responsible for getting the correctly worded name and address. Please double check BEFORE you send in your request!)\*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is Certificate for donated services, property, etc.? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is Certificate Holder a chartered organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of person requesting certificate: \_\_\_\_\_

Phone number# \_\_\_\_\_

Email address: \_\_\_\_\_

Note: If unit is holding a fundraiser, the Unit Money Earning Form must accompany this request.

\*Please attach a copy of the written requirements from the Certificate Holder if special wording is required (i.e.; “additional insured,” or if you require an insurance amount over \$1,000,000.)