

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 SENT TO Rip Van Winkle: _____

TO: Dana Kuhns, Scout Executive RVW
Phone: 845-339-0846 Fax: 845-339-1168
Email: dana.kuhns@scouting.org

Form to be used from March 1, 2015 forward.

FROM: _____
Contact person at Unit

Unit #: _____

PHONE: _____ **Ext.** _____ **Fax #:** _____

EMAIL ADDRESS: _____

Unit, District or Council Activity? _____

Which unit or district? _____

Description of activity/event _____

Date(s) of activity _____

Location of actual event & description of facilities used:

Limits Requested: \$ _____

This Box Required

Form attached

No form required

***** PLEASE ATTACH A COPY OF ANY AGREEMENT, 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

Are any fees required for services, use of property, etc.? Yes No

If so, Amount being charged? _____

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

Additional comments: _____

Please allow at least 2 weeks for processing of certificates to avoid delays and the possibility of not receiving your certificate in time.