

**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: \_\_\_\_\_

**SUBMIT TO:** *Nicola Varela*  
Phone: 714.546.8558 x.164 Fax: 714.546.0415  
Email: COI@ocbsa.org

FROM: \_\_\_\_\_

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: \$ \_\_\_\_\_

**\*\*\* 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

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, 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**\*\* FOR ALL 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 director hold current training certification through the National Camping School.

Scout Executive Initials: \_\_\_\_\_