

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: _____

TO: Deanne Molenkamp - Risk Management
Phone: 503-225-5759 Fax: 503-225-5733
Email: deanne.molenkamp@scouting.org

FROM: _____

Council #: _____

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, RULES AND REGULATIONS. 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 ONLY ****

- 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 environmental standards and that the day camp director and program director hold current training certification through the National Camping School.

Scout Executive Initials: _____

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