

REQUEST FOR LIABILITY INSURANCE

TO: San Francisco Bay Area Council #028 (Updated 09-04-13)
Boy Scouts of America
1001 Davis Street
San Leandro CA 94577-1514 (510) 577-9203 Fax: (510) 577-9002

TODAY'S DATE _____ DATE NEEDED _____
Please allow a minimum of 12 working days to process request.

FROM: Pack / Troop / Team / Crew / Post / Ship # _____ District _____
Name _____
Address _____
City _____ Zip _____
Email _____
Phones: Home (_____) _____ Work (_____) _____ x _____
Fax (_____) _____ Cell (_____) _____

We are requesting a certificate of liability insurance in the amount of:
 \$1 million Other _____
We need Proof of Insurance Additional Insured (We cannot do endorsements)

Please read notes on back of this request before proceeding further 

Name of Property Owner (Certificate holder), and address: *

Address of property you are using (if different from above): If this is a commercial building that has a name please list (such as Smith Realty) if not listed as property owner.

Purpose of usage: _____ Dates of usage: _____

Are you paying any kind of fee for use of this property: No Yes- _____
If yes, How much are you paying \$ _____; and is this the full fee or a discount
If this is a discount, what is the regular price \$ _____
Is fee just for custodial? _____

Is this use a service project Eagle project

Any other information you feel will be helpful: _____

We would prefer to email the certificate to you, however if necessary we can fax mail to you, you then will forward to property owner.

Please Note:

- ✓ SFBAC requires 12 working days to process the request. Generally turn around is 1-2 days however if there are amount or wording changes more time is needed to have certificate provided by National Office. If your property owner lets you know ahead that they need more insurance please contact us immediately to avoid space cancellations due to insurance which cannot be obtained.
- ✓ Most entities request an additional insured clause on the certificate such as: “The certificate holder is additional insured” This clause *cannot* be added if you are paying for the property or are doing a service project (such as an Eagle Project). Anytime the property owner is benefiting by your unit using their property, either financially or service, they must assume a portion of the liability.
- ✓ An endorsement cannot be produced for any certificate for any reason.
- ✓ Certificate year is March 1 through last day of February.
- ✓ School districts are automatically issued at the beginning of March each year. They are automatically sent to each school district office. It is up to your school to obtain a copy for your meetings.
- ✓ Do not contact the National Office directly, all requests must go through your local council.
- ✓ SERVICE PROJECTS: We can provide a proof of insurance for your service project, however, the entity that you are doing your service project for cannot be provided with additional insured statement as they are benefitting from your service project and need to assume the liability. Please provide a separate sheet including the Eagle candidates name, troop, one sentence description of the project, dates of the project. If you need to add more dates later we can easily provide an additional certificate.