

### REQUEST FOR CERTIFICATE OF INSURANCE

*Please fill out completely. Then fax or email to the council office. For your convenience, this form can be filled out and saved to your computer.*

Date: \_\_\_\_\_ Unit: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Activity Description:

Activity Dates: \_\_\_\_\_

If certificate is for use of facilities, describe:

\_\_\_\_\_

Amount Needed: \_\_\_\_\_  
**(If over \$1 million, please attach a copy of the written requirements from the Certificate holder)**

Certificate Holder/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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? \_\_\_\_\_

Has the certificate holder requested completion of a hold harmless agreement or contract?  Yes  No

**Please Note: If yes, all paperwork must come to Council for approval.  
The Scout Executive approves and signs all hold harmless or contracts.**

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

Our unit has completed an online tour permit (If applicable)?  Yes  No

If this is for a fundraiser, our unit has filed a unit money earning application?  Yes  No

**If no, a certificate of insurance cannot be completed at this time.**

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Questions? Contact Samoset Council at 715-355-1450 or [support@samoset.org](mailto:support@samoset.org).

**PLEASE ALLOW AT LEAST TWO WEEKS FOR PROCESSING CERTIFICATE REQUESTS.**

**FAX TO: 715-355-9849**