

THE STANDARD INSURANCE REQUEST MAY TAKE UP TO 5 WORKING DAYS. THE EXTRA INSURANCE REQUEST (OVER 1M) MAY TAKE UP TO 14 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 COUNCIL: _____

TO: Seneca Waterways Council - Camping and Program Support
2320 Brighton Henrietta Town Line Rd
Rochester, NY 14623
Phone: 585-241-8545 Fax: 585-256-8533
Email: coi@senecawaterways.org

FROM: _____ Unit: _____ District: _____
Individual requesting the form

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: _____

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