



## ADDITIONAL INSURANCE REQUEST FORM

**INSTRUCTIONS:** Review the *Additional Activity Insurance Procedure*

- Complete an *Additional Insurance Request Form* – one (1) per event.
- Include a check for the correct amount payable to GSWPA and submit **eight (8) weeks in advance of event** to Customer Care at [customer care@gswpa.org](mailto:customer care@gswpa.org) or via mail to 30 Isabella Street Suite 107 Pittsburgh, Pa 15212. If this is for a trip or high-risk activity: Also mail a copy of this form with your *Trip and High-Risk Activity Application*
- A minimum payment of \$5 is required on all additional insurance requests. DO NOT send cash. If sub-mitting more than one request, they can be combined to a single \$5 payment if the total of the two is less than \$5.

### FORM SUBMITTED BY (Please print)

Name: \_\_\_\_\_

Address \_\_\_\_\_  
 Street City State Zip

Phone \_\_\_\_\_ Email \_\_\_\_\_

### ADULT IN CHARGE OF ACTIVITY (if different from adult submitting)

Name \_\_\_\_\_

Address \_\_\_\_\_  
 Street City State Zip

Phone \_\_\_\_\_ Email \_\_\_\_\_

### DESCRIPTION OF EVENT/ACTIVITY

Event Name/Description: \_\_\_\_\_

Location Name \_\_\_\_\_

Address \_\_\_\_\_  
 Street City State Zip

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Event Duration (number of days) \_\_\_\_\_ (Each portion of a day is counted as a full day)

Number of registered Girl Scouts attending: \_\_\_\_\_ (Extended Event (3E) Insurance is required for registered Girl Scouts when activity lasts longer than **2 overnights**)

Number of non-members attending: \_\_\_\_\_ (Insurance is required for all non-members participating in **any** activity)

### COMPLETE THE CHART BELOW FOR THE TYPES(S) OF INSURANCE

**COVERAGE NEEDED**–See example below and review the *Additional Activity Insurance Procedure* for descriptions of the different plans.

PLAN	Number of Participants	Number of Days	Number of participants X Number of days	Premium each day	TOTAL DUE (Minimum \$5)
Example	15	2	30	@.11	\$3.30 (\$5)
2 Participant				@.11	
3E Extended Event				@.29	
3P Extended Event Primary				@.70	
3P-I International Extended Event				@\$1.17	