

# Certificate of Insurance Procedure

## **CERTIFICATES OF INSURANCE - Issued by high-risk facilities and by transportation companies to GSWPA**

1. Current Certificates of Insurance must be uploaded and stored on myCOI database for any facility/site at which the Girl Scouts are participating in high-risk activities. If a valid certificate is not currently on file with GSWPA, the troop/group leader making event arrangements must request a Certificate of Insurance from the facility be emailed (customer care@gswpa.org) or mailed to Girl Scouts Western Pennsylvania Attn: Executive Assistant, 503 Martindale Street Suite 500 Pittsburgh, PA 15212 at least two (2) weeks in advance of the event.
2. The Certificate must list the certificate holder as:
  - o Girl Scouts Western Pennsylvania  
503 Martindale Street; Suite 500  
Pittsburgh, PA 15212
  - o The Certificate must have an expiration date and dollar amount of liability insurance coverage. GSWPA requires the following for General Liability - Each Occurrence at least \$1,000,000 and General Aggregate at least \$1,000,000. Additionally, if they are a transportation company GSWPA requires \$5,000,000 for auto liability.
3. A list of current Certificates of Insurance from all facilities, transportation companies and stables is posted on the GSWPA Volunteer Resources section of the GSWPA website on the "Insured Sites & Facilities" page – this is updated monthly.
4. A Certificate of Insurance Request Letter Template is also available on the Forms page of the website. This is used to request a Certificate of Insurance from a facility, transportation or stable.
5. Please contact the executive assistant, customer care, or your membership staff contact for further assistance.

## **CERTIFICATES OF INSURANCE - Issued by GSWPA to community facilities**

1. A community facility (school, etc.), may request a certificate of insurance from GSWPA regarding facility usage for Girl Scout meetings or program events. The troop/group leader or person in charge of the program event completes the wufoo form located on GSWPA Web site "Forms" page, and submits to GSWPA, two (2) weeks in advance of first meeting/event.
2. If the facility is a school building, please list the school district name, the specific school building being used, as well as a contact person's name and email address, fax number and street address. A certificate issued to a school district automatically covers all buildings in that school district.
3. A certificate of insurance will be sent according to the information provided on the request form. If the requester's email address is listed, a Certificate of Insurance will also be sent to that email address.