

Sam Houston Area Council

Request for Certificate of Insurance

(Please type or print legibly and fill out the form completely.)

Submit requests at least one-week prior to the event date to:

Wayne McLeland, Office Assistant - Support Services
Phone: 713-756-3309 Fax: 713-865-9199
wayne.mcleland@scouting.org

Date: _____

Unit Type: _____ Unit number: _____ District: _____ Is this a district or council event? Yes No

Date of activity: _____ Name of person submitting request: _____

Phone: _____ Email: _____

Description of activity: _____

Include a copy of the facility use agreement/contract and statement on facility letterhead if applicable.

Amount of Council Policy Coverage: \$1,000,000.00

If requesting \$2 million, please submit all copies of the facility use agreement, contract and letter from the certificate holder.

Certificate holder / Facility information: *(Complete name and address)*

Facility Contact Person: _____ Contact Phone Number: _____

Facility Name: _____

Facility Address: _____

- A) Has the certificate holder requested to be listed as additional insured? Yes No
- B) Are any fees required for services, use of property, etc.? Yes No
If so, amount being charged? _____
- C) If certificate is for a unit activity, is the certificate holder the chartered organization for the unit involved? Yes No
- D) Is this for an Eagle Scout service project? Yes No

District Executive (print name): _____ Date: _____

District Executive Email: _____ District: _____ Council #: 576 Phone: _____

For Cub Scout Day Camps only

- Attach a copy of lease agreement/contract, specifically the pages that include indemnity language and insurance requirements.
- District / Scout Executive confirmation that the camp program will be conducted in accordance with established standards as set in [National Standards for BSA Local Council Accreditation of Cub Scout/Webelos Scout Day Camps, No. 13-108](#), and that the day camp director and program director hold current training certification through the National Camping School.

District / Scout Executive Approval: _____

*Please submit requests at least one week prior to event date for processing of certificate requests.
Requests are processed in the order in which they are received.*

Updated January 2018