

Request for Certificate of Insurance (COI) or Proof of Insurance (POI)

****Please allow 2 weeks for processing****

Email this form to Stephanie Schwarz @ stephanie.schwarz@scouting.org
Or bring it to our office at: Pacific Skyline Council, 1150 Chess Drive, Foster City, CA 94404

Items marked with an * are required

*Requested by: _____
(name and email address)

*Requesting: Certificate of Insurance Proof of Insurance

*Date the Certificate is needed by: _____

*Amount of insurance the Certificate Holder is asking for? \$ _____

If necessary, please email a copy of the Certificate Holder's Insurance Requirement Data Sheet to Anne McCollum, especially if they are asking over \$2,000,000. This will have to be sent to our national office and the lead time is 2 business weeks. Please send it ASAP to avoid delaying your event.

*Unit type (e.g. pack, troop): _____ *Unit # : _____

*Event Name: _____

*Venue Address (physical location): _____

*Date(s) & Time(s) of Event: _____

*Certificate Holder Name: _____

*Certificate Holder Contact: _____

*Certificate Holder Mailing Address: _____

*Certificate Holder Phone: _____

*Certificate Holder Fax: _____

*Certificate Holder Email: _____
