

THE STANDARD INSURANCE REQUEST MAY TAKE UP TO 5 WORKING DAYS. THE EXTRA INSURANCE REQUEST (OVER 1M) MAY TAKE UP TO 10 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 CAMPING REGISTRAR: _____

TO: Jane Narvaez
Phone: 817-231-8537 Fax: 817-231-8600
Email: camping@longhorn.org

FROM: _____
Contact person at Council

DISTRICT & UNIT: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

Unit, District or Council Activity? _____

Which unit or district? _____

Description of activity/event _____

Date(s) & Time (s) of activity _____

Location of actual event & description of facilities used:

**** FOR ALL CUB SCOUT DAY CAMPS ****

- Attach a copy of lease agreement/contract, specifically the pages that include indemnity language and insurance requirements.
- 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.

Scout Executive Initials: _____

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.