

**THE STANDARD INSURANCE REQUEST MAY TAKE 3-5 WORKING DAYS.  
THE EXTRA INSURANCE REQUEST (2m POLICY) MAY TAKE UP TO 10 DAYS TO COMPLETE.  
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: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TO: **Darla D. Duarte**  
**San Gabriel Valley Council, Boy Scouts of America**  
**3450 E. Sierra Madre Blvd., Pasadena, CA 91107**  
**Phone: 626.351.8815 x 242 Fax: 626.351.5049**  
**Email: [darla.duarte@scouting.org](mailto:darla.duarte@scouting.org)**

Unit, district or Council Activity: \_\_\_\_\_

Which unit / district? \_\_\_\_\_

Description of activity: \_\_\_\_\_

Date(s) of activity \_\_\_\_\_

If certificate is for use of facilities, describe:  
\_\_\_\_\_  
\_\_\_\_\_

For 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/Webeles 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 \_\_\_\_\_

Amount Needed \$ \_\_\_\_\_

**\*\*\*PLEASE ATTACH A COPY OF THE COMPLETED CONTRACT, PERMIT OR APPLICATION  
FROM THE FACILITY WHICH INCLUDE THEIR INSURANCE REQUIREMENTS.  
IF THIS IS NOT INCLUDED THE CERTIFICATE CANNOT BE DONE.**

Certificate holder (Complete name and address):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the certificate holder requested to be listed as additional insured?  Yes  No

Are any fees required for services, use of property, etc?  Yes  No

If so, how much is being charged? \_\_\_\_\_

If certificate is for a unit activity,  
is the certificate holder the chartered organization for the unit involved?  Yes  No

Additional comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_