



Girl Scouts of the Missouri Heartland, Inc.

Request for Certificate of Liability Insurance

Reason for requesting Certificate of Liability Insurance:

- *Not every troop or service unit will need to request this for their meeting place, but many companies/facilities where troops and service units meet or hold events will request a certificate of liability insurance before giving permission for the troop/service unit to use the facility. If your meeting place does request the certificate, follow the procedures below to request one.*

Procedures:

1. To request a certificate of insurance, troop leader or service unit representative will need to email or send a request in writing at least TWO WEEKS in advance of the deadline to have the certificate send to the company/facility.
2. Request may be emailed to: jreynolds@girlscoutsmoheartland.org or jgibson@girlscoutsmoheartland.org, or mailed to: Director of Human Resources, Girl Scouts of the Missouri Heartland, Inc., 210 S. Ingram Mill Road, Springfield, MO 65802.
3. Information to include in the request includes:
 - a) Name of company/facility who needs certificate _____
 - b) Address of company/facility _____
 - c) Name of contact person at company/facility _____
 - d) E-mail address of company/facility (if available) _____ --OR--
 - e) Fax number of company/facility (if available) _____
 - f) Phone number of company/facility (in case we need more info) _____
 - g) Why certificate is requested, i.e. using building for troop meetings _____
 - h) Any specific information/wording that company needs to have on certificate _____

 - i) Date company needs the certificate (when is your event/first meeting?) _____
 - j) Your name and phone number or email (in case we have questions) _____

4. Once we receive your request and have the information we need, a certificate will be emailed, faxed or mailed (if you do not have and email address or fax number only) directly to the company/facility.

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