



Request for Liability Insurance Coverage (Certificate of Insurance)

Use this form to request liability insurance coverage (also called Certificate of Insurance). The owner of a facility or service could request this coverage from our council's insurance company to show proof the Girl Scouts of Northern New Jersey are covered by liability insurance.

Complete this form and return it to your council service center at least two weeks prior to your anticipated use of a facility or service.

Contact Person in Charge of Activity: _____
Email Address: _____ Phone: _____
Service Unit: _____ Troop No.: _____ Grade Level: _____

1. Please issue Certificate of Insurance to:

Name of Facility: _____ Attention: _____
Address: _____

Send certificate to certificate holder at: Above Address
 Fax Number: _____
 Email Address: _____

2. Certificate is for proof of insurance for: General Liability

3. Description of activity:

4. Location of activity: _____

5. Date(s) to be covered: _____

6. Is Certificate Holder required to be named as Additional Insured? Yes No

- o Certificate Holder must be named as Additional Insured because of a:
 Verbal Agreement, or Written Agreement (attach copy)
- o Additional verbiage to be included on form:

7. The Council's copy of the Certificate will be sent by email to:

- o Nancy Wong, nwong@gsnnj.org, Paramus Service Center
- o Eileen Schnatter, eschnatter@gsnnj.org, Randolph Service Center
- o Yvonne Kapitza, ykapitza@gsnnj.org, Riverdale Service Center

Girl Scouts of Northern New Jersey
www.gsnnj.org

Paramus Service Center
300 Forest Avenue
Paramus, NJ 07652
201-967-8100

Paterson Resource Center
Center City Mall, 301 Main St
Paterson, NJ 07505
973-881-9400

Randolph Service Center
1579 Sussex Turnpike
Randolph, NJ 07869
973-927-7722

Riverdale Service Center
95 Newark Pompton Turnpike
Riverdale, NJ 07457
973-248-8200