

New Procedure for Requesting Certificates of Insurance (COI)

When acquiring a location for a meeting place, service unit event or troop event, some facilities will request a certificate of insurance. Put simply, the certificate is a copy of the council's insurance coverage, which states the limits of liability for the council insurance policy. This certificate is also requested from third-parties who want to confirm the various types and levels of insurance in connection with business agreements. For example, lease or rental agreements for property, vehicles, or equipment provided to the council. This certificate can be obtained from the Finance Department.

To request a certificate, download the Certificate of Insurance request form from the GSHOM web site and use one of the following methods to submit it for processing:

- Email requests to: insurance@gshom.org
- Fax requests to: (989) 799-1450 and put it to the attention of Insurance Request
- Mail requests to: Girl Scouts Heart of Michigan, Saginaw Regional Center, 5470 Davis Rd., Saginaw, MI 48604, ATTN: Insurance Request

If you need assistance by phone, please contact the Finance Administrative Assistant at (800) 968-1185 ext. 7202.