

### Requirements for Certificates of Insurance

The following guidelines have been developed to determine if a Certificate of Insurance is required when the council, troop, or service unit is engaging in activities.

- Facilities used for overnights – except Federal/State/Local government facilities (including any facility being used outside their normal business hours)
- Any High Risk activity (Safety-Wise mentions COIs and high risk activities on these pages: p. 131 hayrides, p.57 bus companies used for travel and p. 79-80 high risk activities. The following would also be considered high risk activities - those mentioned in Safety-Wise chapters 9 (land sports), 10 (water activities), and hayrides in chapter 11.)

When requesting a Certificate of Insurance from the Business being utilized, please remember that a valid certificate of insurance includes:

- Insurance carrier rated "A" or better by an insurance rating organization such as A.M. Best.
- \$1,000,000 limit minimum per high risk occurrence (may be higher depending on number of people and activity).
- Scheduled event/Activity falls within policy period shown.
- Girl Scouts in the Heart of Pennsylvania is named as additional insured.

Certificates of Insurance should be sent to GSHPA, 350 Hale Ave, Harrisburg, PA 17104. They may also be faxed to 717-234-5097 or emailed to [general@gshpa.org](mailto:general@gshpa.org).

When someone requires a certificate of Insurance from GSHPA, please access the electronic form on the GSHPA web site. This form is forwarded to our insurance company. It may take up to 3 weeks for the certificate to be sent by the insurance company to the requestor.

[https://fs2.formsite.com/gshpa/form942057600/secure\\_index.html](https://fs2.formsite.com/gshpa/form942057600/secure_index.html)