

**Request for**

**Certificate of Liability**

**Insurance Coverage**

Certificates of Insurance (COI) are issued upon request to companies/organizations providing the use of their site to Girl Scout troops/groups for Girl Scout Activities. Many organizations/companies require a COI before they allow a group to reserve their site.

To request a Certificate of Insurance, complete the form below and send it to anyone of the following

Welcome Specialists: **Darlene Cooper** in Paramus at [dlydencooper@gsnnj.org](mailto:dlydencooper@gsnnj.org); **Eileen Schnatter** in Randolph at [eschnatter@gsnnj.org](mailto:eschnatter@gsnnj.org); or **Louise Crocoll** at [lcrocoll@gsnnj.org](mailto:lcrocoll@gsnnj.org) in Riverdale. .

The certificate will be prepared and faxed directly to the insured organization/company as well as a copy sent to the **Person in Charge of Activity**. Please allow 1 -2 weeks for processing.

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**Company/Organization Name**

Address City State Zip

Phone Fax Email

Send to the attention of

Date(s) to be covered:

**Person Requesting Certificate – (Please allow 1-2 weeks for processing)**

Person in Charge of Activity Email

Phone: Cell

Service Unit: Troop No.: Grade Level:

Girl Scouts of Northern New Jersey www.gsnnj.org

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| Darlene Cooper  **Paramus Service Center**  300 Forest Avenue  Paramus, NJ 07652  973-248-8200 | Eileen Schnatter  **Randolph Service Center**  1579 Sussex Turnpike  Randolph, NJ 07869  973-248-8200 | Louise Crocoll  Riverdale Service Center  95 Newark Pompton Turnpike  Riverdale, NJ 07457  973-248-8200 |