 **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; **Eileen Schnatter** in Randolph at eschnatter@gsnnj.org; or **Louise Crocoll** at 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.

**------------------------------------------------------------------------------------------**

**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 AvenueParamus, NJ 07652973-248-8200 | Eileen Schnatter**Randolph Service Center**1579 Sussex TurnpikeRandolph, NJ 07869973-248-8200 | Louise CrocollRiverdale Service Center95 Newark Pompton TurnpikeRiverdale, NJ 07457973-248-8200 |