

## POLICY FOR REQUESTING CERTIFICATES OF LIABILITY INSURANCE FOR ATHA CHAPTER EVENTS

### 1. SUBMIT EVENTS EARLY.

Please email requests to ATHA INSURANCE LIAISON (Sondra Ives) three or four weeks in advance of the event. That will allow some extra time in case Sondra is traveling, or in case the insurance rep is out of the office. Contact information is in front of every ATHA magazine.

### 2. DESIGNATE ONE CHAPTER MEMBER TO SUBMIT ALL INSURANCE REQUESTS.

It is confusing and time-consuming if more than one chapter member emails the Insurance Liaison about the same event. Please assign insurance requests to one member.

### 3. HERE IS THE INFORMATION THE INSURANCE REP NEEDS TO KNOW.

Please include it in the email to the ATHA Insurance Liaison.

- \* ATHA Chapter Name (the chapter number is not necessary)
- \* Name of Event
- \* Date of Event (be sure to include any set-up or tear-down dates)
- \* Name and Complete Address of the Location where event will be held, including the zip code, and a phone number at the location.
- \* Contact name for the event (at the event location, if possible; a chapter member, if not possible.)

### 4. THE REQUEST WILL BE FORWARDED TO THE INSURANCE REP ASAP.

The insurance rep also will respond to the request ASAP. The Insurance Liaison will then email the COI to the chapter member. The chapter member should hear back from the Insurance Liaison within a few days; if not, call on the phone.

### 5. ATHA'S INSURANCE POLICY IS EFFECTIVE FROM JANUARY 1 TO JANUARY 1, OF EACH YEAR, AND CERTIFICATES CAN ONLY BE WRITTEN FOR EVENTS THAT OCCUR DURING THE POLICY EFFECTIVE DATES.

Please request insurance certificates for events after January 1, during the first part of

January. For example, if it is October, a certificate cannot be issued for February. You must wait until the first part of January, to request events after January each year.

#### 6. SUBMIT REQUESTS FOR REGULAR AND CONTINUING CHAPTER MEETINGS THE FIRST PART OF JANUARY EVERY YEAR.

Insurance coverage is not automatic and does not continue automatically from year to year. Each chapter must renew its request for coverage the first part of January every year, by emailing the Insurance Liaison. If chapter meetings take place at different locations, a separate COI is necessary for each location. But if the meetings all take place at the same location (for example, "every first and third Tuesday at the Smith Library"), then only one COI is necessary to cover all the meetings. A separate COI is necessary for each special event, for example: classes/hook-ins/retreats/demos/rug shows.