



Central Region School Insurance Group

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TO: Property & Liability Members
FROM: Becky Slaughter ARM, Executive Director
DATE: March 13, 2007
SUBJECT: End of Year Activities

As the school year comes to a close, we would appreciate your efforts to manage the risks that the various graduation, celebration and fund raiser events may pose.

Attached, please find the CRSIG guidelines for the level of insurance coverage that should be required for various activities. The guidelines also include a list of activities that are specifically excluded from coverage.

At a minimum, your district should:

- Request a certificate of insurance that verifies the appropriate level of insurance coverage for the low and medium risk activities.
- For the high risk activities the district should request the certificate and an additional insured endorsement. (Please note that a certificate of insurance and additional insured endorsement are two separate documents. The certificate describes the types and limits of coverage whereas the endorsement is a separate page that is added to the insurance policy naming your district as a covered party.)

Certificates of insurance and additional insured endorsements should be collected from the vendor in advance of the event (At least two weeks prior if possible.). The certificate or both documents can then be faxed to Angela Jacobson at the CRSIG office (Fax: 579-7530) where a review will occur to verify adequate insurance coverage.

Thank you in advance for your cooperation and If you have any questions please do not hesitate to give me a call.