



CERTIFICATE OF LIABILITY INSURANCE REQUEST FORM
For Synodical Women's Organization (SWO) Sponsored Events

Region Number: _____ **Synod Letter:** _____ **Today's Date:** _____

Name of SWO or group: *(to be included in Description of Operations on certificate)*

Certificate to be issued to:

Certificate holder name: _____

Address: _____

City, state, zip: _____

E-mail: _____

Event information: *(to be included in DOO on certificate)*

Event location (if different from above): _____

Description of event: _____

Date of event: _____

Primary contact at event site: _____

Contact's phone # _____ Fax # _____ E-mail: _____

Women of the ELCA contact: *(please send copy of certificate to)*

Name/title: _____

Address: _____

City, state, zip: _____

E-mail: _____

Phone # _____ Cell # _____ Fax # _____

You must e-mail, fax, or mail this request no later than 2 weeks before the event

Insurance

Women of the ELCA

8765 W. Higgins Road

Chicago, IL 60631-4101

Phone: 800-638-3522 ext. 2730 or Fax: 773-380-2419

E-mail: women.elca@elca.org

Questions about coverage or claims must go to: Eva Yeo, Director for membership, Women of the ELCA, eva.yeo@elca.org | 1-800-638-3522 ext. 2450

Certificate of Liability Insurance Requests

(Read Carefully)

The synodical women's organization (SWO) is eligible for liability insurance coverage under the ELCA's insurance policy at no cost to the SWO.

It is best practice to request coverage for *every* event sponsored by the SWO, including board meetings, cluster or conference gatherings, SWO conventions, and retreats, no matter where they are held.

Certificates of Liability Insurance provide proof that the SWO has liability insurance for its event. Event planners should always offer to supply a Certificate of Liability Insurance to venue managers (e.g., the office manager of the retreat house or congregation).

To request a Certificate of Liability Insurance, please complete the fillable PDF form, save and print your work, and email the completed form at least **two weeks** before your event to:

Insurance
Women of the ELCA
8765 W. Higgins Road
Chicago, IL 60631
women.elca@elca.org

Once the Certificate of Liability Request Insurance Form is received, it will be reviewed and forwarded to the ELCA's insurance broker. The ELCA's broker will email a Certificate of Liability Insurance to the venue manager (the certificate holder) and to the SWO contact person. There is no additional reporting necessary.

Liability insurance, also known as commercial general liability insurance, provides for indemnity or compensation for a harm or wrong to a third party for which the insured (i.e., the SWO) is legally obligated to pay due to negligence.

The certificate will be emailed to the address highlighted in **red** on the request form.