



**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](mailto: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](mailto: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](mailto: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.