



CERTIFICATE OF LIABILITY INSURANCE REQUEST
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:

Cert 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

Shahina Kanwal, Insurance

Women of the ELCA

8765 W. Higgins Road

Chicago, IL 60631-4101

E-mail: women.elca@elca.org

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

For insurance questions, call Rob Thoma, ELCA Risk Manager

800-638-3522 ext. 2403

Certificate of Liability Insurance

(Read Carefully)

The synodical women's organization (SWO) is eligible for liability insurance coverage under the ELCA's insurance policy. 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.

To get coverage, the SWO must report the insurance need to the churchwide organization at least 2 weeks before the event using the Certificate of Liability Insurance Request Form (appears on previous page). Submit the completed request form at least 2 weeks before the event to:

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

Once the form is received, it will be reviewed by the ELCA, and the ELCA's broker will issue a certificate of liability insurance to the property owner and the SWO contact person. There is no additional reporting necessary with liability insurance. The cost for this coverage will be charged to the synodical organization in a semi-annual bill.

Certificates of Liability Insurance are used to provide vendors, locations and other interested parties with proof that the SWO has liability insurance. When planning your events, a Certificate of Liability Insurance may be required if a facility owner (school, retreat house, etc.) requests proof of the coverage.

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.

Revised 8/2019