



CERTIFICATE OF LIABILITY INSURANCE REQUEST
For Synodical Women's Organization (SWO) 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 mail, fax or e-mail this request at least 30 days prior to the event

Ann Hightower, Insurance Women of the ELCA

8765 W. Higgins Road

Chicago, IL 60631-4101

E-mail: women.elca@elca.org or ann.hightower@elca.org

Phone: 800-638-3522 ext. 2746 or Fax: 773-380-2419

For insurance questions, call Rob Thoma, ELCA Risk Manager at

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 30 days prior to the event using the Certificate of Liability Insurance Request Form (appears on previous page). Submit the completed request form at least 30 days before the event to:

Ann Hightower, Insurance
Women of the ELCA
8765 W. Higgins Road
Chicago, IL 60631
ann.hightower@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 sent to the e-mail address(es) of the person or organization that is highlighted on the request form.

Revised 9/2017