

GSCO INSURANCE CHECKLIST

Event Name:		Event Date:	
Contact name, phone # and email:			
Attendees:			
• Confirm current Girl Scout membership			
• Additional insurance for members if event is longer than 2 nights/3 days	# of people	Dates	
• Insurance for non-Girl Scout member attendees	# of people	Dates	
• Outside tour company (i.e. EF Tours, etc.)		Deal directly with the company	
Vendors:			
• Site:			
○ GSCO owned		No action required	
○ Vendor owned		C/I to GSCO	
○ Privately owned by individual or volunteer		Proof of homeowner's insurance to GSCO*	
• Food:			
○ Provided by GSCO vendor (i.e. Mountain Berry)		No action required	
○ Provided by outside vendor		C/I to GSCO	
• Program:			
○ GSCO staff		No action required	
○ Outside Vendor		C/I to GSCO	
○ Volunteers (must be registered Girl Scout members)		No action required	
• Equipment: (includes animals)			
○ GSCO owned		No action required	
○ Vendor provided		C/I to GSCO	
• Transportation:			
○ Personal vehicle			
▪ Driven by GSCO staff		Proof of insurance to GSCO	
▪ Driven by registered volunteer		Proof of insurance to GSCO	
○ Rental vehicle			

▪ Driven by GSCO staff	Covered in rental contract
▪ Contract Transportation (bus, etc. with company driver)	C/I to GSCO
• Instructor Certification/License	To GSCO

C/I = Certificate of Insurance naming GSCO as additional insured

*naming GSCO as additional insured