

GSCO INSURANCE CHECKLIST

Event Name:	Event Date:	
Contact name, phone # and email:		
Attendees:		
<ul style="list-style-type: none"> • Confirm current Girl Scout membership 		
<ul style="list-style-type: none"> • Additional insurance for members if event is longer than 2 nights/3 days 	<i># of people</i>	<i>Dates</i>
<ul style="list-style-type: none"> • Insurance for non-Girl Scout member attendees 	<i># of people</i>	<i>Dates</i>
<ul style="list-style-type: none"> • Outside tour company (i.e. EF Tours, etc.) 	Deal directly with the company	
Vendors:		
<ul style="list-style-type: none"> • Site: 		
<ul style="list-style-type: none"> ○ GSCO owned 	<i>No action required</i>	
<ul style="list-style-type: none"> ○ Vendor owned 	<i>C/I to GSCO</i>	
<ul style="list-style-type: none"> ○ Privately owned by individual or volunteer 	<i>Proof of homeowner's insurance to GSCO*</i>	
<ul style="list-style-type: none"> • Food: 		
<ul style="list-style-type: none"> ○ Provided by GSCO vendor (i.e. Mountain Berry) 	<i>No action required</i>	
<ul style="list-style-type: none"> ○ Provided by outside vendor 	<i>C/I to GSCO</i>	
<ul style="list-style-type: none"> • Program: 		
<ul style="list-style-type: none"> ○ GSCO staff 	<i>No action required</i>	
<ul style="list-style-type: none"> ○ Outside Vendor 	<i>C/I to GSCO</i>	
<ul style="list-style-type: none"> ○ Volunteers (must be registered Girl Scout members) 	<i>No action required</i>	
<ul style="list-style-type: none"> • Equipment: (includes animals) 		
<ul style="list-style-type: none"> ○ GSCO owned 	<i>No action required</i>	
<ul style="list-style-type: none"> ○ Vendor provided 	<i>C/I to GSCO</i>	
<ul style="list-style-type: none"> • Transportation: 		
<ul style="list-style-type: none"> ○ Personal vehicle 		
<ul style="list-style-type: none"> ▪ Driven by GSCO staff 	<i>Proof of insurance to GSCO</i>	
<ul style="list-style-type: none"> ▪ Driven by registered volunteer 	<i>Proof of insurance to GSCO</i>	
<ul style="list-style-type: none"> ○ 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