



**Girl Scouts Central Maryland**  
 4806 Seton Drive  
 Baltimore, MD 21215-3247  
 T 410 358.9711, 800 492.2521  
 F 410 358.9918  
 www.gscm.org

**REQUEST FOR CERTIFICATE OF INSURANCE**

A certificate of Insurance is usually required by most corporations or organizations that loan or rent the use of their facilities (building or property). To request a Certificate of Insurance please complete this form and mail at least thirty (30) days prior to the event to:

**ATTN: Volunteer Resource Center Coordinator  
 Girl Scouts of Central Maryland  
 4806 Seton Drive  
 Baltimore, MD 21215**

**Each Line must be filled in and please be sure to use the correct corporation or organization name.**

***Requestor Information:***

Date Submitted: \_\_\_\_\_ Troop Number: \_\_\_\_\_ Community Number: \_\_\_\_\_

\_\_\_\_\_  
 Name Phone Number

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 City, State, Zip

***Event Information:***

Event Start Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Number of Girls: \_\_\_\_\_

Event End Date: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

\_\_\_\_\_  
 Purpose

Additional Insured: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

***Certificate of Insurance should be mailed to:***

Attention: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Mail copy to requestor? \_\_\_\_\_

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| 02-228<br>06/03<br>Reviewed 11-09 |
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