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New Semester, Fresh Start

We have developed several resources geared specifically toward Chapter Presidents and Officers that we wanted to share with you as we embark on a new year. Below are just a few resources that you might find helpful throughout your tenure as Chapter President. Refer to our website at www.mjsorority.com for additional information. Congratulations on this prestigious office and thank you in advance for your service!

Must Have Resources for Chapter Presidents



The **Insurance & Risk Management Summary** is THE one must-have resource for Chapter Officers. If you only read and reference one thing, make it this.



Bookmark the Chapter Officers' Quick Reference Guide on our website for all of your risk management needs.



Do you need a Certificate of Insurance? The quickest way to obtain one is by completing the **Certificate of Insurance Request form**. Do you have a contract that needs reviewed? **Bookmark this page** for directions.



We have 50+ frequently asked questions answered at the **FAQs section of mjsorority.com** - check them out and let us know any that we've missed.



Are you addressing any risk management issues with your chapter? Check out our **Claims**



Event planning is becoming increasingly complicated and time-consuming. Check out this **Step-by-Step Guide to Reviewing Contracts** or **Reviewing Contracts 101** that we've created to help simplify your event planning.



We are seeing a huge increase in the number of events that include what we would consider "risky activities." Check out our **position paper on the topic** to learn more.



Follow the steps for **this resource** to ensure you receive your

Examples or contact **Sara Sterley** for help!

Certificate of Insurance in a timely manner.

Certificate of Insurance: Frequently Asked Questions

Q: Does MJ Insurance approve events?

A: No, MJ Insurance offers recommendations based on prudent risk management. Your National Organization has the ultimate decision as to the approval of your event.

Q: I have a Certificate of Insurance that I received for an event that we had last month. Can I use it again for an event that is being held next week?

A: No, Certificates of Insurance are all issued on an event specific basis; therefore, each time someone requests a Certificate of Insurance from you, you must obtain another Certificate of Insurance.

Q: I have an Insurance Overview that shows that we have coverage. Can I use this when I am asked for a Certificate of Insurance?

A. No, the Insurance Overview contains specific and confidential information regarding your chapter and should not be shared with anyone outside your organization.

Q: How long does it take to process a Certificate of Insurance?

A: It depends on what exactly is required by the specific venue and the nature of the event. We recommend that you submit requests two weeks in advance in order to ensure timely delivery, but we are happy to help you with Certificate requests at any time. Completing the Certificate of Insurance Request Form in its entirety is the best way of ensuring timely processing of your Certificate request.

Meet the MJ Sorority Division

If you're planning an event or have a Certificate of Insurance requests, please contact [Ruth Akers](#).

For property and workers' compensation claims, please contact [Bev Stiles](#).

For all other claim questions, please contact [Heather Cox](#).

For educational resources and website related questions, please contact [Sara Sterley](#).

For *all other questions or requests*, please contact your [Account Executive](#).

E-Learning & Webinars



- [Insurance Basics for Member's Parents](#)
- [Event Planning Basics](#)
- [Contract Review 101](#)

We can also create webinars on the topic of your choice. Contact [Sara Sterley](#), Director of Risk Management Education for additional details.

Claim Examples

Our [case studies from actual claims](#) make great discussion starters for risk management presentations.

Have a Claim?

[Click here](#) to find out what to do in the event of a claim.

Keep Up With Us



Additional resources all the time

We are constantly updating our existing resources and developing new resources, so that we can enable our clients to proactively address trends before they become problematic.

Be sure to bookmark our website at www.mjsorority.com - the premier place for all things women's fraternity and sorority risk management.

Contact [Sara Sterley](#), Director of Risk Management Education, with your suggestions.

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