

## CHAPTER ADVISORS: QUICK INSURANCE REFERENCE GUIDE

We have developed the [Insurance Summary](#), an expansive resource that attempts to explain the insurance program in user-friendly terminology. However, the *Insurance Summary* is over thirty pages. We wanted to provide Chapter Advisors with a quick and easy resource guide to the insurance program that would include information that you will most likely need to execute your duties. We still encourage you to read and review the *Insurance Summary*, as it provides the most extensive explanation of the various aspects of the insurance program.

Please refer to the chart below to cross-reference your specific need with the applicable resource. If you have a need that is not addressed below, please contact [Sara Sterley](#) with your suggestion. Following the reference guide below are several resources that you might find helpful throughout your tenure as Chapter Advisor. Congratulations on this prestigious office and thank you in advance for your service!

Need	Title of Resource	Where to Find It
Certificate of Insurance <i>(also referred to as proof of insurance and/or evidence of insurance)</i>	Certificate of Insurance Request Form	<a href="http://www.mjsorority.com">www.mjsorority.com</a> > Quicklinks > Certificate Request Form
	Reviewing Contracts	<a href="http://www.mjsorority.com">www.mjsorority.com</a> > Resources > Library > Events & Contracts
	Explanation of and examples of Certificates of Insurance	<a href="http://www.mjsorority.com">www.mjsorority.com</a> > Services > Certificates of Insurance
	Contract 101 E-Module	<a href="http://www.mjsorority.com">www.mjsorority.com</a> > Resources > E-Learning Modules
	Certificates of Insurance Part I E-Module	<a href="http://www.mjsorority.com">www.mjsorority.com</a> > Resources > E-Learning Modules
Submit a Claim	In the Event of a Claim	<a href="http://www.mjsorority.com">www.mjsorority.com</a> > Claims > In the Event of a Claim
Frequently Asked Questions	FAQs	<a href="http://www.mjsorority.com">www.mjsorority.com</a> > Resources > FAQs
Risk management opinions on various topics	Various titles depending on specific topic	<a href="http://www.mjsorority.com">www.mjsorority.com</a> > Resources > Library > Department Positions
Sample crisis plan and templates	Crisis Plan	<a href="http://www.mjsorority.com">www.mjsorority.com</a> > Resources > Library > Emergency Planning
Past newsletter articles	Titled according to issue and date	<a href="http://www.mjsorority.com">www.mjsorority.com</a> > Resources > Library > Newsletters
Risk Management Education Ideas	Risk Management Module (with facilitator's guide)	<a href="http://www.mjsorority.com">www.mjsorority.com</a> > Resources > E-Learning Modules
	Claim Examples	<a href="http://www.mjsorority.com">www.mjsorority.com</a> > Claims > Claim Examples
	Various titles of over 100 articles in our resource library	<a href="http://www.mjsorority.com">www.mjsorority.com</a> > Resources > Library
Explaining the insurance program to member's parents	Insurance Basics for Member's Parents E-Module	<a href="http://www.mjsorority.com">www.mjsorority.com</a> > Resources > E-Learning Modules
	Letter to Member's Parents	<a href="http://www.mjsorority.com">www.mjsorority.com</a> > Resources > Library > Insurance Program
Thorough explanation of the insurance program	Insurance Summary	<a href="http://www.mjsorority.com">www.mjsorority.com</a> > Resources > Library > Insurance Program
Overview of location-specific coverage limits	Insurance Overview	<a href="http://www.mjsorority.com">www.mjsorority.com</a> > Services > Renewal Communications

## Contact Us

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 Toll-Free: 888-442-7470 :: Fax: 317-805-7580  
 Emergency After-Hours: 317-374-5039 (Cindy Stellhorn's cell phone)  
[www.mjsorority.com](http://www.mjsorority.com)

Contact	Position	Need	Direct Line/ Extension	Email Address
Ruth Akers	Account Manager	Certificate of Insurance	317-805-7585 (ext. 7585)	<a href="mailto:ruth.akers@mjsorority.com">ruth.akers@mjsorority.com</a>
Heather Cox	Claims Account Manager	Submit a claim/Claim questions	317-805-7598 (ext. 7598)	<a href="mailto:heather.cox@mjsorority.com">heather.cox@mjsorority.com</a>
Bev Stiles	Claims Consultant	Submit a claim	317-805-7582 (ext.7582)	<a href="mailto:bev.stiles@mjsorority.com">bev.stiles@mjsorority.com</a>
Estacia Brandenburg	Account Executive	Policy Service	317-805-7583 (ext. 7583)	<a href="mailto:estacia.brandenburg@mjsorority.com">estacia.brandenburg@mjsorority.com</a>
Heidi Lewis	Account Executive	Policy Service	317-805-7584 (ext. 7584)	<a href="mailto:heidi.lewis@mjsorority.com">heidi.lewis@mjsorority.com</a>
Sara Sterley	Director of Risk Management Education	Newsletter & Website Suggestions	317-805-7587 (ext. 7587)	<a href="mailto:sara.sterley@mjsorority.com">sara.sterley@mjsorority.com</a>

## FAQs from Chapter Advisors

### Frequently Asked Questions

<b>Q: Does MJ Insurance approve events?</b>	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.
<b>Q:</b>	A:
<b>Q: I have an <i>Insurance Overview</i> that shows that we have coverage. Can I use this when I am asked for a Certificate of Insurance?</b>	A. No, the <i>Insurance Overview</i> contains specific and confidential information regarding your chapter and should not be shared with anyone outside your organization.

The easiest way to request a Certificate of Insurance is to complete the [Certificate of Insurance Request Form on our website](#).