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 Presidents 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 President. Congratulations on this prestigious office and thank you in advance for your service!

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

If you have been asked to provide a Certificate of Insurance to a venue where you are having an event what do you do? This form outlines the information needed to request a Certificate of Insurance. Once you have completed this information please email or fax this form along with any contract that you have with the venue to:

Email: ruth.akers@mjsorority.com Fax: 317-805-7580

**FAILURE TO ACCURATELY COMPLETE THIS FORM MAY RESULT IN A DELAY.**

**Sorority and Chapter**

**Date of the event**

**Type of Event (i.e. philanthropic, social, chapter oriented)**

**Name and address of the venue requesting the Certificate:**

**PLEASE NOTE:** Many times you are required to enter into a contract with a venue where you are holding your event. Please email or fax the contract to us **BEFORE** signing it to ensure that your Sorority/Fraternity can comply with the request.

Do you have a contract with this venue?  **Yes**_______  **No**_______

Is alcohol being served?  **Yes**_______  **No**_______

Who is providing the alcohol?

To whom the Certificate should be sent (via fax, email, snail mail, etc.)

Your name:

Phone: __________________________ Email: __________________________

Once we have the above information, we will immediately review and contact you if we have questions. To ensure prompt service, please forward contracts for review in a timely manner. Please feel free to print this and make copies to have on hand for future events.

Thanks so much for your time and help...we'll look forward to hearing from you!
Ruth
We recommend that you obtain proof of insurance from venues and vendors with whom you do business to ensure that they are adequately insured. Venues and vendors are often confused as to why our clients request this information. For that reason, we have developed the following form in hopes of better explaining the purpose of requesting proof of insurance from third-parties.

REQUEST FOR INSURANCE FROM A VENUE OR VENDOR

Date

Name of Venue/Vendor:
Address of Venue/Vendor:
Contact Name:
Contact Number:

MJ Insurance, Inc. is the Insurance Agent for Name of Organization. As part of the planning procedures in place with their National Organization and in an effort to ensure that their members are practicing good risk management, they are required to obtain a Certificate of Insurance providing proof that they are using venues/vendors who are adequately insured. They are not asking to be insured under your policy, as all of their chapters carry insurance through MJ Insurance, Inc.

You can obtain a Certificate of Insurance by calling your Insurance Agent and requesting a Certificate of Insurance. We recommend that the Certificate of Insurance provide proof of a minimum of one million dollars General Liability Coverage and a minimum of one million dollars Liquor Liability Coverage. Liquor Liability Coverage is only required if you will be the venue/vendor providing the alcohol. Please note we do not need your entire policy or a declarations page.

If you have any questions, please contact Ruth Ann Akers at ruth_akers@mjsorority.com or 888-442-7470 ext. 7585.

Thank you,

Chapter Member’s Name
Chapter Name
University
Contact Information

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