

How to Submit a Request for a Certificate of Insurance

If you are planning an event or a trip with your unit and require a Certificate of Insurance, please send an email to Office Manager, Robyn Mellish at robyn.mellish@scouting.org

Please include in your email:

1. Unit Type, Number and Town (Example: Troop 3 Woburn)
2. Date of the Event/Trip
3. Location of the Event/Trip
4. The name of the Certificate Holder – the legal owner of the property to which you are going- and their address

A certificate will be processed with the information provided. If you include in your request email for your contact at the event location, then the Certificate of Insurance can be emailed to them and you at the same time.

Sometimes a venue will have specific requests for coverage amounts or how the Certificate of Insurance should be completed. Please include these instructions with your request so that there are no delays caused by needs for amendments to the COI.