

What is the process for an 18 year old Venturer to be registered?

Venture Crews please be aware that if you have participants join between the ages of 18 and 21 they must fill out an ADULT application, Disclosure/Authorization Form (part of the adult application), CORI form and have them signed and submitted with photo ID and a copy of their Venturing Youth Protection Training Certificate in order to be registered. The code is "VP" for "Venturing Participant".

What is the Mayflower Council's custom patch policy?

The Mayflower Council Custom Patch Policy follows the National Council's established policies. This Guide is to provide additional guidance on areas where the National Guidelines provide leeway for councils to establish local policies. All Mayflower Council patches must be approved by the Council Marketing Committee in consultation with the Council Director of Field Service prior to production.

How do I obtain proof of insurance for my unit?

To get a formal Certificate of Insurance, please fill out our Certificate of Insurance Request Form. Allow at least 10 business days for processing of certificate requests.

Certificate of Insurance (COI) Frequently Asked Questions

This document provides answers to common questions about Certificates of Insurance (COIs). A COI is often required by organizations when using their facilities for events or activities.

What is the difference between \$1 million and \$2 million COIs?

- Most organizations only require a \$1 million per occurrence policy, while a few require a \$2 million aggregate policy.
- While either are possible (and free of charge), the \$2 million aggregate takes longer to produce.
- The council asks units to request a \$2 million ONLY when required (written proof of requirements from the Certificate Holder is required to process the request).

When do I need a COI?

In general, you'll only need to request a COI from the council if an organization that you're working with or visiting requests you obtain one. Usually, the organization will have its written insurance requirements in a contract or agreement. It is helpful to supply a copy of this to the council when making your request. (A copy of written requirements is required for \$2 million COIs to be processed.)

When can a COI not be issued?

COIs cannot be issued for service projects, including Eagle Scout projects. However, we can provide proof of insurance for a service project.

Can a Chartered Organization be issued a COI?

By definition of the Chartered Organization Agreement, signed during each recharter process, your chartered organization is covered under the Scouting America insurance policy. There is a Chartered Organization Endorsement included in each Recharter Packet every year, which covers all official Scouting activities. Chartered organizations should not need an additional COI. If you need a replacement Chartered Organization Endorsement, please contact Mary Tucker.

How do I get a COI?

1. The easiest way to request a COI is to fill out the online request form.
2. The council will send the certificate to the certificate holder.
3. If the unit needs a copy, they must include that in the notes section of the form.

How long will I have to wait to receive my COI?

We ask for a 10 business days lead time from the time you'll need to provide the COI to the Certificate Holder. For example, if the Certificate Holder requires the COI two weeks before your event, we request you send us the request two weeks prior to that, so four weeks before your event. We ask this to give us time to gather any missing information, deal with problems that may arise, and produce the certificate.

How long is the COI good for?

COIs are good for only the date and location specified on the certificate. However, for certificates issued to cover a unit's regular meetings, the effective date is March 1 to March 1. Once a COI is issued in February or March, the certificate is good until March 1 of the following year. If

the certificate is kept on file with the unit and/or the certificate holder, another COI will not need to be issued until the following spring. If the COI is provided in the fall at the start of the Scouting year, your unit will be covered only until March 1 of the following year, and you'll need to make a request in February before your COI expires.

Who is the certificate holder?

The Certificate Holder is the organization asking to be named Additionally Insured. Another way to think of it, the Certificate Holder is the place where your meetings/events/visits are taking place. Sometimes the Certificate Holder will have a parent company that will need to be named as the Certificate Holder. The Certificate Holder is not the unit or the person filling out the request form.

What does "Use of Facilities" mean?

On the Online COI Request form, the line asking for the "Use of Facilities" wants to know what facilities at the location the unit is using. Some examples are: which school of the school district, which areas of a park, what buildings (or areas of a building) will you use?

What does "Official Scouting Activities" mean?

This coverage provides primary general liability coverage for registered volunteer Scouters with respect to claims arising out of an official Scouting activity, which is defined in the insurance policy as consistent with the values, Charter and Bylaws, Rules and Regulations, the operations manuals, and applicable literature of Scouting America.

The general liability policy does not provide indemnification or defense coverage to those individuals who commit intentional and/or criminal acts. Scouting America does not have an insurance policy that provides defense for situations involving allegations of intentional and/or criminal acts. Volunteers (whether registered or not), units, and chartered organizations jeopardize insurance coverage for themselves and

their organization by engaging in unauthorized activities. For more on these prohibited activities, visit this page on Scouting America's national website.

My question wasn't answered here. Who do I contact?

Contact Mary Tucker for additional assistance.

Request for Certificate of Insurance