



Insurance Application Form Instructions

Section A — Club Information

- ❖ Fill in the club information
- ❖ Number insured in your club, and number insured in other A Square D clubs
- ❖ Delegate Information. You can substitute the President or Treasurer, depending on who you want to get the certificates

Section B — Certificates to be Issued

- ❖ **Fill in for every venue where you hold classes and/or dances and check the appropriate box**
Check one of the boxes, if the venue needs to be listed as Additional Insured, if they need Proof of Insurance or if they don't need anything. **Do NOT leave all of the boxes blank or check more than one box for each venue.**
- ❖ This Additional Insured certificate requires a payment of \$10.00 at time of renewal, \$25.00 thereafter
- ❖ Proof of Insurance is free
- ❖ You must make sure that the owner of facility **REQUIRES** this, before you request it. You will be charged an additional \$25.00 if it has to be redone.
- ❖ If more than one A Square D Club is dancing at the same location, you may all share the cost of the certificate, **BUT I must know this and who is paying and how much ahead of time** (there won't be any refunds), so that I can request every club to be listed on that certificate. (i.e.: Wilkinson Multipurpose Senior Center or Anaheim United Methodist Church - \$10.00 initially, but \$25.00 later)
- ❖ The person whose information is in the Delegate section in A and the Facility will each get a copy.
- ❖ You must have the **EXACT** wording that goes on the certificate or the venue will not accept the certificate. (i.e.: City Dance Facilities such as Simi, Orange, school districts, etc.) and you will be paying a total of \$35.00 (\$10.00 for the initial plus \$25.00 to redo it)
- ❖ **PLEASE** put it to the attention of the person you are working with. Large offices simply have a way of eating the mail. What they do with all their mail is beyond me. **IT WILL GET LOST.** Believe me.
- ❖ If your club is having a New Year's Eve dance or the club dances in the first half of January, Please flag your application to bring it to my attention. These will *be* given first priority & must be in by December 15th. I cannot guarantee it after that date, but will try.

Section C — Payment Information

- ❖ Enter the number of members and Additional Insured you are paying for. **Send a separate \$20.00 check and the Dues and Officers Form for your club membership.**
- ❖ Mail your application and checks, but email your roster - excel is the preferred format. I will accept word only if you do not use Excel. Do NOT mail your roster - email it.

I cannot fill out your forms for you. You **MUST** fill it out completely. Partially completed and/or illegible forms create a lot more work & delays for all of us, so please print or write legibly and make sure the form is complete before mailing it.

**PLEASE PRINT so we can all read it,
we will not be responsible for mistakes made due to illegible forms !!!**