



## 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
- ❖ Name of person getting certificate: In the past it was the A Square D delegate; now it can be the Delegate, 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.**
- ❖ Proof of Insurance is free
- ❖ The Additional Insured certificate requires a payment of \$10.00 at time of renewal, \$25.00 thereafter
- ❖ You must make sure that the owner of facility **REQUIRES** this and you know what they require, before you request it. You will be charged an additional \$25.00 if it has to be redone.
- ❖ 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 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 section in A and the Facility will each get a copy.

### Section C — Payment Information

- ❖ Enter the number of members and Additional Insured you are paying for. .
- ❖ E-Mail your application and 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 or even better yet fill it out on your computer and make sure the form is complete before mailing it.

**PLEASE PRINT OR FILL IT OUT ON YOUR COMPUTER so we can all read it,  
we will not be responsible for mistakes made due to illegible forms !!!**