



Associated Square Dancers

A Square D – Insurance Application Instructions

Attached is the 2024-2025 insurance application to the Associated Square Dancers, Inc. for your club. Please download the form, open it with Adobe Reader or any other PDF program, complete the fillable PDF, save it with the name of your club, and email it to me ASAP.

Next to the venue name there is a list box with options for each venue. They refer to your current certificates and any new ones you need. If you don't need the certificate any longer you should click on Delete. Check with the venue and if there aren't any changes needed, click on Same as last year. If the venue is new or need to have changes made, please follow the directions in **red**:

If your venue requires to be named as Additional Insured, you will need a certificate for the venue, please send your request to me and include the following information from the venue:

- A copy of the entire request document from the venue. Be sure this includes the page that shows the legal entity to whom the certificate is to be issued, as well as the pages with any special insurance requirements the venue has made. Having complete information will help to assure all of the venue's requirements are met when the certificate is issued.
- The physical mailing address of the additional insured, as well as the name and email address of the recipient. A copy of the certificate will be sent directly to that person by our insurance agent. A copy will also be sent to you for your records.

Please contact me if you have any questions.

Judy Fisher

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