



Request for Certificate of Liability Insurance Coverage From GSNNJ

Certificates of Insurance (COI) are issued upon request to companies/organizations providing the use of their site to Girl Scout troops/groups for Girl Scout Activities. Many organizations/companies require a COI before they allow a group to reserve their site.

To request a Certificate of Insurance, complete the form below and email to anyone of the following:

- Nancy Wong** in Paramus at nwong@gsnnj.org
- Skye Bohmer** in Randolph at sbohmer@gsnnj.org
- Melanie Toj** in Riverdale at mtoj@gsnnj.org

The certificate will be prepared and faxed directly to the insured organization/company as well as an email copy sent to the **Person in Charge of Activity**. Please allow 1 -2 weeks for processing.

Company/Organization Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Send to the attention of _____

Date(s) to be covered: _____

Person Requesting Certificate – (Please allow 1-2 weeks for processing)

Person in Charge of Activity _____ Email _____

Phone: _____ Cell _____

Service Unit: _____ Troop No.: _____ Grade Level: _____

Questions? Please call Customer Care at 973-248-8200