



## When to Request a Certificate of Insurance (COI) From an Organization or Vendor

Group/Event Type	Need Certificate of Insurance (COI)?
An event at a <b>publically owned</b> institution, park or building (Ex. State Parks, Public schools and universities, City Parks, Library, etc.)	No—we do not need a COI for publically owned properties.
An event at a <b>publically owned</b> institution, park or building (Ex. State Parks, Public schools and universities, City Parks, Library, etc.) where vendors* are running activities and providing program (Ex. Bouncy castles, rock walls, planetarium, etc.)	No—we do not need a COI for publically owned properties. Yes—for each vendor
An event at a <b>privately owned</b> business where the business is delivering program content. (Ex. Wild Waves, churches, Pacific Science Center, etc.)	Yes—for the business
An event at a <b>privately owned</b> business where Girl Scout volunteers are delivering all program content. (Ex. Wild Waves, churches, Pacific Science Center, etc.)	Yes—for the business No—for Girl Scout volunteers
A Girl Scout meeting or event (ex. Day Camp) on <b>private property</b> (Ex. Someone offers the use of their property for a day camp)	Yes – for the property owner. Additionally, we can name an individual on our council policy if needed.
Day camp on a <b>privately owned property or business</b> with other vendors* providing program (Ex. Bouncy castles, rock walls, planetarium, etc.)	Yes—for the property owner or business. Yes—for each of the vendors* providing programming
At a <b>Girl Scout property</b> with vendors providing program (Ex. A community camp at Camp Lyle McLeod with Museum of Flight providing a planetarium)	No—for the GS owned property Yes—for each of the vendors* providing programming
An organization/business <b>donates an activity</b> to your event that would be considered high risk. (Ex. A party rentals store donates a bouncy house to a day camp or Service Unit event)	Yes—for the organization/business For high risk activities, the organization/business must provide a COI, the staff to run the station and verification that all equipment has been properly maintained as outlined in <i>Safety-Wise</i> and the <i>Safety Activity Checkpoints</i> .
An organization/business <b>donates materials</b> to your event that are not considered high risk. (Ex. A science program donates the materials and instructions for a Lego workshop.)	No—for the organization/business
Girl Scout trip to Savannah. Group is traveling via charter bus and participating in a bike tour. They are staying at a hostel.	Yes – for the charter bus company Yes – for the bike company Yes – for the hostel
Girl Scout trip to Costa Rica. The group is flying on a commercial airline to Costa Rica, staying at local hotels, traveling by bus throughout the country and ziplining and river rafting with vendors	Yes – for the charter bus company Yes – for the rafting company Yes – for the ziplining company Yes – for the hotels No – for the commercial airline. In order for commercial airline to qualify, it must be a major airline (Alaska, Continental, etc.) Small or independently owned airlines must submit a COI.  For high risk activities, the organization/business must provide a COI, the staff to run the station and verification that all equipment has been properly maintained as outlined in <i>Safety-Wise</i> or <i>current manual</i> .

\*A vendor is someone who accepts payment, including exchange of goods, for services. If you're paying a vendor or an individual to deliver program or run activities, they must provide a COI. If an activity is considered high risk, the business must provide a COI, the staff to run the station and verification that all equipment has been properly maintained as outlined in *Safety-Wise* or *Other Current Girl Scout Publication*.