Checklist to Request SCWS Insurance Certificate

1. Only request a certificate if your facility says they require a Certificate. Your registered Group is already covered, with or without a Certificate. scws-al-anon.org/insurance/ BUT, please read the following before requesting a Certificate.
2. **If your facility requires a Certificate, it is critical that SCWS Insurance MUST have working EMAIL contact information on file for your group and for your facility**. Paper Certificates won't be sent. Certificates are sent only by email.
3. Prior to submitting your Certificate request online, review the online Request Form and collect all the needed information - especially appropriate email addresses (and test them to be sure they're accurate). Insurance Certificate Request Form - SCWS
4. **Updates to your Email addresses** or other details can be made using the same "Insurance Certificate Request" form. Keep insurance contact information current.
5. Some facilities may request being listed as Additional Insured on the certificate. If so, you must provide a copy of the lease/rental/use agreement between your meeting and the facility. See #9 below regarding specific Additional Insured or other Endorsements.
6. **INSURANCE RENEWAL**: You do not need to submit a request to get next year's Certificate. If a new policy is put in place, the new Certificate will be **sent automatically to the email you have provided as the Facility contact**. You can continue check the SCWS Insurance web page this fall for any Renewal update information. scws-al-anon.org/insurance/
7. Your Group Member Contact and the Facility Contact both need to check email frequently, watching for requests, questions, updates, or changes to your policy. Incomplete information or late response to emails could delay issuance of the Certificate - or notice that your coverage has ended.
8. **Please update your insurance information** when there are changes to your Group or Facility Contact information, your location, or if your facility no longer requires an actual Certificate. Go to https://scws-al-anon.org/insurance-certificate-request-form/ and check the box for "Update Information."
9. ADDITIONAL INSURED Endorsement information (see #5) require the following:
    a. The rental (lease) agreement for your meeting's use of the facility must be signed by both parties and submitted BEFORE the Insurance Certificate will be provided.
    b. A new rental agreement must be resubmitted each time your facility renews the rental agreement.
    c. Your meeting name on the agreement must begin with SCWS, for example: "SCWS - Saturday Afternoon Literature Study" and your WSO Group's ID #. This will not affect your meeting name with WSO. (You can handwrite SCWS in front of your group name and write in your WSO ID# if needed.)

10. NOT COVERED:
    a. Activities associated with babysitting at Al-Anon meetings
    b. District meetings and events (SCWS only covers listed meetings)

Please do not contact the Insurance Company! For all questions and concerns, contact our Insurance Coordinator at insurance@scws-al-anon.org. (**Always include your meeting's WSO ID# in EVERY correspondence.**)

Please update your Group and Facility's email addresses and phone numbers. If you're not sure what details we have, help us and resubmit it now! This is critical SCWS insurance contact information. Thank you for doing your part.