



# Request for Additional Accident Insurance

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[girlscoutshcc.org](http://girlscoutshcc.org)

Registered Girl Scout Members are covered by a basic insurance plan for approved, supervised Girl Scout Activities except those lasting more than 2 consecutive nights. This form can be used to purchase insurance to cover non-members for activities lasting less than 2 nights.

1. Complete the additional insurance form below. Up to 3 events can be added to this request.
2. Attach a check made payable to: Girl Scouts Heart of Central California. The minimum premium is \$5.00. Several requests encompassing multiple activities can be combined to meet the minimum of \$5.00. Please contact the Insurance Specialist at the Sacramento Regional Program Center for clarification.
3. Mail to Insurance Specialist, at least **3 weeks before the activity**:  
Girl Scouts Heart of Central California, 6601 Elvas Ave., Sacramento, CA 95819

Service Unit: \_\_\_\_\_ Troop Number: \_\_\_\_\_

Troop Leader/  
Activity Chair: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Additional insurance formula:**

Number of participants not registered as Girl Scout members  
(i.e. siblings, parents, community members, event staff) \_\_\_\_\_

Number of registered members who are not of the proper age for the activity \_\_\_\_\_

**Total number of Participants needing coverage** \_\_\_\_\_

			A	B	C	D	E
Name and Location of Event	Beginning Date/Time	Ending Date/Time	# of Participants Needing coverage	# of Days	# of Participant Days	Premium Each Day @ 11¢	Total
Sample: SU Camporee@ Sly Park	2/5/17 5:00 p.m.	2/7/17 3:00 p.m.	25	3	75 (A x B)	\$.11	\$8.25 (C x D)

**PLEASE NOTE:**

This form cannot be used for:

- (1) Events lasting more than two nights or 250 miles away.
- (2) International travel.

You must complete the Intent to Travel packet for activities (1) and (2) above. These activities require attendance at the Trip Planning adult education course.