

If you are asked to provide additional insured status or endorsement:

1. Note that the certificate of insurance's description of operations includes the certificate holder as an additional insured where required by written contract or permit. Additional insured endorsements are available where required by written contract or permit as well
 - Ask the certificate holder to accept the blanket additional insured wording based on the contract or permit you have with them
2. If they do not accept the blanket additional insured wording, you need to gather and provide the following information in order to receive additional insured endorsement:
 - A copy of the certificate of insurance you have completed (a fillable certificate of insurance is available on the U.S. Rotary Insurance Portal)
 - A complete copy of the contract or permit you have completed OR are in process of completing with the entity requiring the endorsement. The contract or permit must include a section on insurance requirements and explicitly state that you are required to provide additional insured endorsement
 - The name of the entity as they require it to be listed, as well as their address
 - Your club name OR district number
 - The name, date(s), description, and location (+ address) of the event
3. Email the information to rotary@hylant.com