

INSURANCE STATEMENT

(For those of you who have not yet sent in their Certificate of Insurance)

Susquehanna University requires that individuals or groups using University facilities need to file a Certificate of Insurance with the school. This is not anything major to comply with, but it is an important matter that all coaches/directors must give attention to.

To help simplify matters below is a printed memorandum, which you can send to your Business Manager. He/she and/or your school's insurance carrier should be familiar with the Certificate of Insurance. One important item, which must be stated on the Certificate, is that Susquehanna University must be named as "An Additional Insured."

You must have the Certificate of Insurance filed in the State Office before you can attend the Drama Festival and/or the State Tournament. One filing annually will take care of the entire year.



MEMORANDUM

TO:

FROM:

DATE:

RE: Insurance Statement

Organizations or groups wishing to use Susquehanna University facilities are required to provide a Certificate of Insurance listing Susquehanna as "An Additional Insured." The policy must show that the organization or group is insured for \$300,000 bodily injury, and \$50,000 property damage during the time in which the facilities are being utilized.

The insurance certificate must be received and approved by Susquehanna University. The certificate should be mailed to:

Larry D. Augustine
Executive Director
Pennsylvania High School Speech League
Susquehanna University
514 University Avenue
Selinsgrove, PA 17870-1001

A confirmation of participants of facilities cannot be provided until the Certificate of Insurance is approved by the University.

The Certificate is needed for either or both of the state championships in Drama (December) and Forensics (March).