

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

Group/Event Type	Need COI for Liability Insurance?
An event at a publicly-owned institution, park or building <i>(ex: state parks, public schools and universities, city parks, library, etc.)</i>	No—not required for publicly-owned properties
An event at a publicly-owned institution, park or building <i>(ex: state parks, public schools and universities, city parks, library, etc.)</i> where vendors are running activities and providing program <i>(ex: bouncy castles, rock walls, planetarium, etc.)</i>	No—not required for publicly-owned properties Yes*—for each vendor
An event at a privately owned business where the business is delivering program content <i>(ex: Wild Waves, Pacific Science Center, local pool, etc.)</i>	Yes*—for the business
An event at a privately owned business where Girl Scout volunteers are delivering all program content <i>(ex: Wild Waves, Pacific Science Center, local pool, church, etc.)</i>	Yes*—for the business No—for Girl Scout volunteers
A Girl Scout meeting, activity, or event on private property where Girl Scout volunteers are delivering all program content <i>(ex: troop meeting, day camp, etc. held on the property of a volunteer)</i>	Yes*—for the property owner No—for Girl Scout volunteers
A Girl Scout meeting, activity, or event at any private property or business location with outside vendors providing program <i>(ex: bouncy castles, rock walls, planetarium, etc.)</i>	Yes*—for the property owner or business Yes*—for each of the vendors providing programming
At a Girl Scouts of Western Washington property with outside vendors providing program <i>(ex: community camp at Camp Lyle McLeod with the Museum of Flight providing a planetarium)</i>	No—for the GSWW owned property Yes*—for each of the vendors providing programming
An organization/business donates an activity to a Girl Scout meeting, activity, or event <i>(ex: a party rentals store donates a bouncy house to a day camp or Service Unit event)</i>	Yes*—for the organization/business
An organization/business donates materials to your event that are not considered high risk <i>(ex: an organization donates the materials and instructions for a Lego workshop)</i>	No—for the organization/business
<u>Travel Example:</u> Girl Scout trip to San Francisco. Group is traveling via charter bus and participating in a Golden Gate Park bike tour. They are staying at a hostel.	Yes*—for the charter bus company Yes*—for the bike company Yes*—for the hostel
<u>Travel Example:</u> 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 zip-lining and river rafting with vendors	Yes*—for the bus company Yes*—for the rafting company Yes*—for the zip-lining 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.

See the [Insurance 101 guide](#) on our website for:

- more information about what is required on a COI
- a list of COI's already on file from approved vendors and organizations

* If the organization/business is not a large, commonly known institution (for example: Wild Waves, Great Wolf Lodge, etc.) or the activities provided by the organization are high-risk†, Girl Scouts of Western Washington must be named “additional insured” on the general liability policy. *Note: meeting locations where activities are not high-risk† are granted an exception. Use the [Site Safety Checklist](#) to evaluate the safety of the meeting location within council guidelines.*

† If an activity is considered high risk, the business must provide the staff to run the station and verification that all equipment has been properly maintained as outlined in Volunteer Essentials and the Safety Activity Checkpoints.

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