

Konocti Unified School District

Request for Insurance Certificate

Purpose: Often times the company on whose property a field trip or student activity is to be held will request that we issue them an "Insurance Certificate". We issue the certificate directly to the company whose property we are using and send a copy to the requestor. Please complete the information below and send it to the district office in sufficient time prior to the event for timely processing (2-3 weeks).

School Advisor Requesting Certificate: _____ @ _____
(School Site)

If this request is for a Field Trip, has the Field Trip Request been approved for this event? ___

Event Description: _____

Date: _____ Street Address of Event: _____

Administrator's Signature for Approval: _____ Date: _____

.....
Please send the Insurance Certificate To:

Name of Company: _____

Attention: _____

Mailing Address: _____

City, State, ZIP: _____

Fax Number: _____

PLEASE TO NOT SEND THIS REQUEST TO THE DISTRICT OFFICE UNTIL ALL FIELDS HAVE BEEN FILLED OUT.