

Insurance Request Form

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Arizona Regional Service Committee Inc.
P.O. Box 1351
Phoenix, Arizona 85001

All groups’ business meetings and activities are covered with the current insurance policy if they are on the Regional Meeting List (Please add your group meetings to the regional meeting list prior to requesting your certificate). Meetings held in club houses are the exception and are not covered by the current policy. Certificates of insurance will be provided upon request. **There is no need to request a certificate if the facility does not ask you for proof of insurance.** Please fill out the request COMPLETELY.

Full name of person making request: _____

Email of person making request: _____

Phone: _____

Date/Times of the Group Meeting or Area Business Meeting or Area Convention (If the area or convention is incorporated the Arizona Region cannot insure the event. Outdoor activities and childcare activities will not be insured; you can purchase a rider/certificate from your local insurance agency):

Meeting Beginning Date: _____ Start time: _____ End Time: _____

Sponsor of the Group Meeting or Area Meeting or Area Convention:

Group: _____ Area: _____ Region: _____

Facility Name: _____

Address/City/State/Zip _____

Mailing address: _____

Facility Contact: _____

Phone Number: _____ Fax Number: _____

Email: _____

Comments: _____

The Request MUST be submitted a minimum of 30 days prior to the meeting. Send email to bod_insurance@arizona-na.org. Attach the Request to the email. This is also the contact for any questions regarding the request. Please take your time and fill this request out clearly.