

IMPORTANT INFORMATION TO GIVE TO YOUR INSURANCE PROVIDER ABOUT THE INSURANCE REQUIREMENTS



INSIDE THE OUTDOORS CERTIFICATE OF INSURANCE REQUIREMENTS

Pursuant to the Insurance section of the Agreement for Participation in the Inside the Outdoors Program, if a **valid Certificate of Insurance is not received not less than fourteen (14) days prior to the first date of participation, or per the requirement described in Item 5 below, your school(s) will not be allowed to participate in the Inside the Outdoors Program.**

1. **INSURANCE CARRIER:** Insurance Company must be admitted and licensed by the State of California Insurance Commissioner or a program of self-insurance approved by the Orange County Superintendent of Schools.
2. **PARTIALLY OR FULLY SELF-INSURED:** A statement must be provided and signed by an authorized representative which agrees to protect the Orange County Superintendent of Schools, the Orange County Board of Education, and its officers, employees, and agents as if the insurance requirements as stated in the Agreement were in full effect.
3. **TYPE OF INSURANCE/LIMITS:**
 - a) Comprehensive General Liability Insurance, including bodily injury, property damage, premises-operations, products-completed operations and personal injury, in an amount of not less than \$1,000,000 per occurrence or a program of self-insurance approved by the Orange County Superintendent of Schools.
4. **POLICY ENDORSEMENTS:** **The following two (2) endorsements must be included and written as follows:**
 - a) Additional Covered Party: “Orange County Superintendent of Schools, the Orange County Board of Education, and its officers, agents, and employees shall be added as an additional insured to the policy.”
 - b) “Such insurance as is afforded by this policy for the Orange County Superintendent of Schools, the Orange County Board of Education, and its officers, agents, and employees shall be primary, and any insurance carried by the Orange County Superintendent of Schools, or the Orange County Board of Education, and its officers, agents, and employees shall be excess and non-contributory.”

THE ENDORSEMENT IS A SEPARATE SHEET OF PAPER ATTACHED TO THE CERTIFICATE

5. **POLICY EFFECTIVE/EXPIRATION DATES:** **Policy dates must cover the period of participation.** It is recommended that the dates cover the entire school year so the Certificate of Insurance does not need to be revised due to changes in the dates of participation.
6. **DESCRIPTION:** Should read as **“Participation in the Inside the Outdoors Programs.”**
7. **CANCELLATION/REDUCTION IN COVERAGES:** Provide thirty (30) days notice of cancellation or reduction of coverages.
8. **CERTIFICATE HOLDER:** Orange County Superintendent of Schools, 200 Kalmus Drive, P. O. Box 9050, Costa Mesa, California 92628-9050, Attn: Contracts Department.