

Liability Insurance Information – Certificate of Insurance

The procedure for requesting a certificate of insurance is on the fiscal page of the AGNR website at <http://www.agnr.umd.edu/fiscaloffice/docs/InsLiabCert.pdf>

A copy was distributed for educators attending the May 7, 2002 4-H faculty development.

A certificate of insurance is proof the organization has liability insurance coverage. It is often requested by a facility manager where the extension educator or MCE volunteer is having a program. Liability limits are \$50,000 per person and \$200,000 per claim through the Maryland Torte Claims Act. MCE volunteers acting on behalf of the State (MCE) would be covered to the same extent that State employees are covered by liability insurance.

Who may request a certificate?

The certificate may be requested by a MCE faculty or staff through the AGNR fiscal office at least 4 weeks before the event to Patty Nitowitz, pnitowit@umd.edu. She then prepares the request to go to Gretchen Sacra who sends the request to the State Treasurer. MCE volunteers should have their local extension office process the request for a certificate of insurance. MCE local units should email your letter of request and fax the contract or letter of request for the certificate from the facility manager to Patty. Certificates may be issued for schools, churches, civic organizations buildings, arenas, campsites, etc. The facility may be located in or out of state. They are not issued for a private residence such as a person's home or farm. Cost for the certificate is \$100.00.

Letter of request

The letter of request should include when the event is happening, address of where, facility manager who is requesting the certificate, his or her contact information including phone, email and fax, purpose of use of facility, extension person requesting certificate and contact information.

Example – The Maryland State Fair and Agricultural Society is requesting an insurance verification through the State of Maryland for the Baltimore County 4-H Livestock Tagging Day and Marathon Horse Clinic. Tagging will be on the State Fair Grounds on May 11, 2008 from 7 am – 5 pm. The Horse Clinic will be at the same location beginning May 11 at 7 am and concluding May 12 at 5 pm.

I have faxed to you a copy of the state Fair contract for your information. The certificate holder will be the Maryland State Fair and Agricultural Society at P.O. Box 188, Timonium, Maryland 21093, FAX 410-XXX-XXXX and phone at 410-XXX-XXXX. Thank you for attention to this matter. Sue Long, Baltimore County Extension, XXXX Van Buren Lane, Cockeysville, MD. , FAX 410-XXX-XXXX and phone at 410-XXX-XXXX.

Other Liability Insurance

We are not permitted as a state agency to use state money to purchase additional liability insurance.

Procedure to report an incident:

Complete extension 4-H incident/accident report and follow policy procedures
Contact Gretchen Sacra, Bob Ryan or Sue Kernan at UMCP Environmental Safety (301-405-3961).
Complete claim form and include incident/accident report.

Information provided by:
Carol Bowman, 301-405-0610 through John English 301-314-7820.

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