

## IMPORTANT INFORMATION CONCERNING JDI INSURANCE

TO: ALL JURISDICTIONS AND BETHEL UNDER SUPREME, UNITED STATES AND CANADA

### 1. SPECIAL EVENT COVERAGE

If you are planning events in your Bethels or Jurisdictions that are not considered “normal” Job’s Daughters functions (meetings, dances, meals, etc.), you may need to consult with the Executive Manager and Board of Trustees to see if you need to purchase “special event coverage.” Events like 5K or 10K runs or walks, participating in rock-climbing at special rock-climbing gyms, or anything else that is extremely physical or unusual in any way need to be evaluated.

If you are conducting some “special event” and the facility you are holding it in or other individuals, collaborations, etc., do not have the necessary insurance, this is the procedure to follow:

1. Notify the Executive Manager of the special activity, date, time, number of participants, and other pertinent information concerning the event. Please do so at least two (2) weeks prior to your event. You should discuss your insurance needs prior to signing any contract with a supplier.
2. Provide the Board of Trustees Insurance Liaison the same information.
3. The Executive Manager will then notify the insurance company who will either issue or deny the special event coverage. She will then inform the person(s) asking for the coverage and the Board Member in charge of Insurance.
4. At that time, Executive Manager will inform the Bethel of the cost of the extra coverage.
5. A waiver stating that participants are participating at their own risk and JDI is not responsible for injury or accidents is fine to use, however, in no way do they take the place of special event insurance coverage. These waivers only serve to make parents and guardians aware that there may be danger or risk of injury involved for that particular activity.

### **FOR PARTICIPANTS IN PARADE UNITS:**

Be certain that the owner of the parade unit furnishes a CERTIFICATE OF INSURANCE to the Bethel Guardian, Grand Guardian, etc., showing that there is liability insurance on the unit whether it is a car, trailer, fire truck, etc.

These certificates are easily obtained by calling the insurance agent and may be faxed, e-mailed or mailed to the Executive Manager at the Supreme Office. The certificate should list the Bethel, GGC, JDG or SBG’s as “additional insured” or “certificate holder.”

### **SPECIFIC ACTIVITIES:**

<b>Job’s Daughters Insured Activities</b>		<b>Uninsurable Activities</b>
Installation of Officers		Aircraft, Helicopters, Sailplanes, Blimps
Leadership Training Events		All Terrain Vehicles, Motor Bikes, Go Carts
Jurisdictional Rally		Archery, Firearms, Paintball, Hunting
Dinners, Dances		Bungee Jumping, Parachuting
Hikes for HIKE		Hang Gliding, Parasailing
Skiing, Tubing, Snow Boarding		Scuba Diving
Bowling, Skating		Inflatable items (bounce houses, slides, etc)
Rock Climbing		Personal watercraft
Swimming, private home/public pool		

If your event is not specifically listed here,  
Please contact the Executive Manager as soon as possible to discuss your planned event