

Information for Certificate of Insurance from the District

The following information is needed to process a request to receive a Certificate of Insurance from the Wayne Township Public School District. This form is needed when a PTO-sponsored event takes place outside of school hours and off of school premises.

E-mail all information to your PTO President at least three weeks in advance of your event with the following information:

- Name of School
- Date of Event
- Time of Event
- Approximate # of Attendees
- Name of Event
- Place of Event (Certificate Holder)
- Full Address
- Phone #
- Fax #
- E-Mail Address
- Contact Person at Location
- Does the Certificate Holder need to be named as additional insured? Yes or No
- PTO President or VP requesting Certificate
- Phone #
- E-Mail Address

The Certificate will either be mailed or e-mailed to the Certificate Holder (where the event is taking place) by our insurance company. A copy is e-mailed to the Council Vice President for our records and forwarded to you. You are responsible for printing out the Certificate and having it in your possession at the event.