



KIWANIS CERTIFICATES OF INSURANCE

A current Certificate Packet is enclosed. *Make copies* as needed so you have Certificates on hand for future events.

On page 2, the "Certificate of Insurance Procedures" will show you how to properly complete a Certificate. It is also necessary to complete the "Procedures" page showing a contact name and phone number for your club, as well as the event information. All Certificates should include the name/address of your Kiwanis Club, the date of issuance, and the *complete* name/address of the certificate Holder.

Important: "Description of Operations..." is blank and can only be altered as shown in 1.D of the "Certificate of Insurance Procedures". The insurance company has prohibited the use of Additional Insured wording by any person or entity other than our agency. If the Certificate Holder is requesting special wording, such as "Additional Insured", your club **must** email a completed "Additional Insured Request Form" to our office as only our office can issue the document. ***Any Certificate of Insurance altered without permission is immediately NULL AND VOID!***

Lastly, please note that certificate does reference a Self-Insured Retention. Note that this retention is 100% paid by Kiwanis International Headquarters. Please do not hesitate to contact our office if you have any questions.

Thank you,

Nathan Peterman
Senior Vice President, Client
Executive

Lisa Christenson
Vice President Client Services

kiwaniscert@hylant.com
800-678-0361

Procedures for Issuing Commercial General Liability Certificates of Insurance for Kiwanis Clubs and Members

1. Please complete your Certificates of Insurance as follows:
 - A) Enter date Certificate is being issued (today's date) in the box marked "DATE (MM/DD/YYYY)" in the upper right hand corner.
 - B) Enter the Kiwanis Club name, contact person, and complete mailing address in the box marked "Insured" in the upper left of form.
 - C) Enter the name of the certificate holder, contact (if any), and complete mailing address as required by your insurance carrier in the box marked "CERTIFICATE HOLDER" on the bottom left of the form. "Certificate Holder" is the organization, firm, or person who is requiring proof of insurance from your club.
 - D) In box marked "DESCRIPTION OF OPERATIONS..." above the "CERTIFICATE HOLDER" box, please enter the type of event, the date(s) of the event, and the location where the event is being held. *Any Certificate of Insurance which is altered beyond this will be considered **NULL AND VOID!***
2. Complete and make two copies of the Certificate.
3. Send the original Certificate to the "Certificate Holder"—the party requesting proof of insurance.
4. Send a copy of the Certificate along with a completed copy of this page to either:

HYLANT
10401 N. Meridian Street
Suite 200
Indianapolis, IN 46290

OR

kiwaniscert@hylant.com

PLEASE NOTE: The attached Certificate forms cannot be modified or altered in any way without the express permission of Hylant and the Insurance Company. If you have a Certificate which requires alterations (such as Additional Insured wording) please complete and submit the form on page four.

Club Name and Address:

Contact Name, Phone Number, and Email Address:

Event, Date(s) and Location:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) Issue Date
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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant - Indianapolis 10401 North Meridian St, Ste 200 Indianapolis IN 46290	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">CONTACT NAME: Lisa Christenson</td> </tr> <tr> <td style="font-size: small;">PHONE (A/C. No. Ext): 317-817-5172</td> </tr> <tr> <td style="font-size: small;">FAX (A/C. No): 317-817-5151</td> </tr> <tr> <td style="font-size: small;">E-MAIL ADDRESS: kiwaniscert@hylant.com</td> </tr> </table>	CONTACT NAME: Lisa Christenson	PHONE (A/C. No. Ext): 317-817-5172	FAX (A/C. No): 317-817-5151	E-MAIL ADDRESS: kiwaniscert@hylant.com										
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INSURED Kiwanis International, All Clubs and Their Members 3636 Woodview Trace Indianapolis IN 46268 <p style="text-align: center; color: red; font-weight: bold;">Kiwanis Club Information (Optional)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; font-size: small;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center; font-size: small;">NAIC #</th> </tr> </thead> <tbody> <tr> <td style="font-size: small;">INSURER A : Lexington Insurance Company</td> <td style="text-align: center;">19437</td> </tr> <tr> <td style="font-size: small;">INSURER B :</td> <td></td> </tr> <tr> <td style="font-size: small;">INSURER C :</td> <td></td> </tr> <tr> <td style="font-size: small;">INSURER D :</td> <td></td> </tr> <tr> <td style="font-size: small;">INSURER E :</td> <td></td> </tr> <tr> <td style="font-size: small;">INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Lexington Insurance Company	19437	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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COVERAGES **CERTIFICATE NUMBER:** 1261782574 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			013136005	11/1/2022	11/1/2023	<table style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td style="text-align: right;">\$ 500,000</td></tr> <tr><td>MED EXP (Any one person)</td><td style="text-align: right;">\$ 5,000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>Liquor Liability</td><td style="text-align: right;">\$ 1,000,000</td></tr> </table>	EACH OCCURRENCE	\$ 2,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 2,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000	Liquor Liability	\$ 1,000,000
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A	Self-Insured Retention			013136005	11/1/2022	11/1/2023	All Claims \$75,000														

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Description of operations/event information:
EXAMPLE: dates, location, Kiwanis involvement, etc.

CERTIFICATE HOLDER **CANCELLATION**

<p style="text-align: center; color: red; font-weight: bold;">Certificate Holder (entity requesting certificate) Address of Holder</p>	<p style="font-size: x-small;">SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <hr/> <p style="font-size: x-small;">AUTHORIZED REPRESENTATIVE</p> <p style="font-size: large; font-family: cursive; text-align: center;">Judy K. Wilson</p>
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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	AUTHORIZED REPRESENTATIVE <i>Judy K. Wilson</i>

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CERTIFICATE OF INSURANCE WITH ADDITIONAL INSURED WORDING REQUEST			
FORM-REQUIRED PRIOR TO ISSUANCE			
PLEASE ALLOW 24-48 HOURS FOR PROCESSING			
Kiwanis Club Information			
Name of Club:			
Contact Name:			
Club/Contact Address:			
City:	State:	Zip code:	
Contact Phone:	Contact Fax:		
Contact E-mail:			
Send copy of certificate via:	Fax	E-Mail	Mail
First Additional Insured			
Additional Insured Name:			
Additional Insured's Interest (property owner, etc.):			
Additional Insured Address:			
City:	State:	Zip code:	
Attention:	Fax:		
Additional Insured E-mail:			
Send copy of certificate via:	Fax	E-Mail	Mail
Second Additional Insured			
Additional Insured Name:			
Additional Insured's Interest (property owner, etc.):			
Additional Insured Address:			
City:	State:	Zip code:	
Attention:	Fax:		
Additional Insured E-mail:			
Send copy of certificate via:	Fax	E-Mail	Mail
Kiwanis Event Information (Please provide Kiwanis' role in event):			
Event Dates:			
Event Location:			
Description of Event:			
Special Instructions/requests:			
Please Fax: 317-817-5151, E-mail: kiwaniscert@hylant.com or mail to Hylant at:			
Hylant-Kiwanis Certificates, 10401 N. Meridian St., Suite 200, Indianapolis, IN 46290			

Confidentiality Statement. The information and concepts provided to you by Hylant Group are strictly confidential. The information and concepts are solely for your internal evaluation and no other use of distribution is permitted or authorized.