



**Scouts Canada - BCY Service Centre**  
**Certificate (Proof) of Insurance Request Form**

Scout Groups requiring a Certificate (Proof) of Insurance should complete the following information and submit it to the BCY Service Centre, Attn: Michelle Yu at [myu@scouts.ca](mailto:myu@scouts.ca) for processing.

The certificate of insurance will be issued **directly** to the Organization.

If the Organization requires a signature on a contract/agreement/rental invoice, for an event or the use of the facility, then submit the document to: the BCY Service Centre, Attn: Iqbal Lalany, Operations Manager at [ilalany@scouts.ca](mailto:ilalany@scouts.ca), for review and approval.

**Please allow at least 15 business days to process this request.**

<b>Name of Insured:</b>		<b>SCOUTS CANADA</b>
<b>Scouts Canada Contact Information</b>	<b>Name:</b>	<b>Michelle Yu</b>
	<b>Phone:</b>	<b>604-879-5721 Ext. 226</b>
	<b>Email:</b>	<a href="mailto:myu@scouts.ca">myu@scouts.ca</a>
<b>Scout Group Contact Information</b>	<b>Group Name:</b>	
	<b>Group Commissioner:</b>	
	<b>Phone (Bus):</b>	
	<b>Phone (Cell):</b>	
	<b>Email:</b>	
<b>Name &amp; Address of Organization Requesting Confirmation of Coverage</b>	<b>Organization:</b>	
	<b>Address:</b>	
	<b>Contact Person:</b>	
	<b>Phone (Bus):</b>	
	<b>Fax:</b>	
	<b>Email:</b>	
<b>Location of Event/Activity:</b>		
<b>Date(s) of Event/Activity:</b>		
<b>Details of Event/Activity:</b>		
	<i>(e.g. Scout Popcorn, Apple Day, Fundraising, Kub Kar Racing, etc.)</i>	
<b>Date of Request:</b>		
<b>Date Certificate is Required by:</b>		
<b>Name of Any Additional Insured's:</b>		
	<p><i>Look at the contract and review the insurance requirements. It will identify all entities (additional insured's) that need to be listed here. If there is no contract, the organization will still need to provide you with the necessary information to complete this form. Or please answer, Not Applicable (N/A).</i></p>	
<b>Additional Information:</b> (If applicable)		