

**If your U.S. Rotary club or district or Rotaract club is asked to provide additional insured status or an additional insured endorsement:**

1. Additional insured status is shown on the certificate of insurance's description of operations box, stating, "The certificate holder is included as an additional insured where required by written contract or permit" ("blanket additional insured wording").

--First, request the certificate holder to accept the blanket additional insured wording.

2. If the certificate holder does not accept the blanket additional insured wording, please gather and provide the following information in order to receive an additional insured endorsement:

--A copy of the certificate of insurance you completed (a fillable certificate of insurance is available on the U.S. Rotary Insurance Portal).

--A complete copy of the written contract or permit you have completed or are in process of completing with the certificate holder. The contract or permit must include a section on insurance requirements and explicitly state that you are required to provide an additional insured endorsement.

--The certificate holder's name as they require it to be listed as well as their address.

--The name of your U.S. Rotary club or district or Rotaract club.

--The name, date(s), description, and location of the event.

3. Email the information to the broker of the U.S. Rotary Club & District Liability Insurance Program, the Hylant Group: [rotary@hylant.com](mailto:rotary@hylant.com).