

# When to Request a Certificate of Insurance (COI) From an Organization or Vendor

Group/Event Type	Need COI for Liability Insurance?
An event at a publically owned institution, park or building (ex: state parks, public schools and universities, city parks, library, etc.)	No—not required for publically owned properties
An event at a publically owned institution, park or building (ex: state parks, public schools and universities, city parks, library, etc.) where vendors are running activities and providing program (ex: bouncy castles, rock walls, planetarium, etc.)	No—not required for publically owned properties Yes*—for each vendor
An event at a privately owned business where the business is delivering program content (ex: Great Wolf Lodge, Crayola Experience, local pool, etc.)	Yes—for the business
An event at a privately owned business where Girl Scout volunteers are delivering all program content (ex: Great Wolf Lodge, Crayola Experience, local pool, etc. church, etc.)	Yes—for the business No—for Girl Scout volunteers
A Girl Scout meeting, activity, or event on private property where Girl Scout volunteers are delivering all program content (ex: troop meeting, day camp, etc. held on the property of a volunteer)	Yes*—for the property owner No—for Girl Scout volunteers
A Girl Scout meeting, activity, or event at any private property or (ex: bouncy castles, rock walls, planetarium, etc.) business location with outside vendors providing program	Yes*—for the property owner or business Yes*—for each of the vendors providing programming
At a Girl Scouts of Eastern PA property	No—for the GSEP owned property
An organization/business donates an activity to a Girl Scout meeting, activity, or event (ex: a party rentals store donates a bouncy house to a day camp or Service Unit event)	Yes*—for the organization/business
An organization/business donates materials to your event that are not considered high risk (ex: an organization donates the materials and instructions for a Lego workshop)	No—for the organization/business
Travel Example: Girl Scout trip to New York City. Group is traveling via charter bus and participating in a bike tour. They are staying at a hostel.	Yes*—for the charter bus company Yes*—for the bike company Yes*—for the hostel
Travel Example: Girl Scout trip to Costa Rica. The group is flying on a commercial airline to Costa Rica, staying at local hotels, traveling by bus throughout the country and zip-lining and river rafting with vendors	Yes*—for the bus company Yes*—for the rafting company Yes*—for the zip-lining company Yes*—for the hotels No—for the commercial airline. In order for commercial airline to qualify, it must be a major airline (Alaska, Continental, etc.) Small or independently owned airlines must submit a COI.

*Note: meeting locations where activities are not high-risk are granted an exception.*

See the [Certificate of Insurance](#) info on our website for:

- more information about what is required on a COI
- a list of COI's already on file from approved vendors and organizations
- instructions for submitting a vendor's COI to GSEP