



**Girl Scouts Nation's Capital**

**Supplemental Insurance Request Form**

Supplemental insurance is required for all events/trips where non-registered members of the Girl Scouts will be in attendance. Registered members of the Girl Scouts are covered by accident activity insurance through Mutual of Omaha Insurance for all events/trips **shorter than three (3) nights**. If an event is longer than two (2) nights, supplemental insurance must be obtained. Please submit this form to the Human Resources Department of the Girl Scouts Nation's at [sdec@gscnc.org](mailto:sdec@gscnc.org).

Service Unit: \_\_\_\_\_ Troop Number: \_\_\_\_\_

Leader's Name : \_\_\_\_\_

Leader's Address: \_\_\_\_\_

Leader's Home Phone: \_\_\_\_\_ Leader's Email: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Total number of participants: \_\_\_\_\_ (attach list to Trip or Multiple Troop Event Approval Form)

**Select a Level of Coverage:**

- Plan 2 .11 per day per participant accident
- Plan 3E .29 per day per participant accident + sickness, supplemental
- Plan 3P .70 per day per participant accident + sickness, primary
- Plan 3PI 1.17 per day per participant accident + sickness, international trips

# of participants \_\_\_\_\_ x # of days \_\_\_\_\_ x plan rate \_\_\_\_\_ = \_\_\_\_\_ (\$5 minimum)

**Payment can be made via credit/debit card by calling 202-274-3320 or via check. If paying by check, please make it payable to GSCNC and mail to Girl Scouts Nation's Capital, 4301 Connecticut Ave., NW, Washington, DC 20008 ATTN: Human Resources.**



When purchasing supplemental insurance, please submit a roster with the first and last names of the individuals for whom you are requesting coverage. Rosters can be submitted within 2 weeks before or after the event. Please submit the roster via email to [sdec@gscnc.org](mailto:sdec@gscnc.org), via fax to (202) 274-2161, or via mail to GSCNC, 4301 Connecticut Ave., NW, Washington, DC 20008 ATTN: Human Resources. Please feel free to use your own version of a roster or attach additional pages as needed.

1	_____	26	_____
2	_____	27	_____
3	_____	28	_____
4	_____	29	_____
5	_____	30	_____
6	_____	31	_____
7	_____	32	_____
8	_____	33	_____
9	_____	34	_____
10	_____	35	_____
11	_____	36	_____
12	_____	37	_____
13	_____	38	_____
14	_____	39	_____
15	_____	40	_____
16	_____	41	_____
17	_____	42	_____
18	_____	43	_____
19	_____	44	_____
20	_____	45	_____
21	_____	46	_____
22	_____	47	_____
23	_____	48	_____
24	_____	49	_____
25	_____	50	_____