

California Council of Square Dancers, Inc
Insurance Program



NORTHERN CALIFORNIA
SQUARE DANCERS ASSOCIATION

*Square
Dancing for Fun*

Delegate
NCSDA Membership Committee
PO Box 23972, Pleasant Hill, CA 94523

Membership Chairma}

Checklist

Initial Membership Enrollment - The following four forms plus a check must be sent in:

- Club Insurance Representative Contact (this form **CAN** be emailed)
- Request for a Certificate of Insurance (this form **CAN** be emailed)
- Club Roster – Members Insured Through This Club with signature
(This form **CANNOT** be emailed) (If you have a scanner, scan after signing, then can email)
- Club Roster – Members Insured Through Another Club (this form **CAN** be emailed)

The following forms may be submitted any time of the year as needed:

- Request for a Certificate of Insurance** – Submit this form for any change in facilities. The change could be permanent or temporary.
- Club – Additional Enrollment** – Submit this form when new members join your club. This would include class members that join your club at any time. Don't forget to include a check for the appropriate membership fee.
- Beginners Class Roster** – Submit this form when your club is having a Beginners Class.
- Beginners Class – Additional Enrollment** – Submit this form if you add new members to your class after sending in the initial roster
- Notification of an Event/Group Travel** – Submit this form if you have a dance activity where the facility does not require a certificate. You can also use this form for a trip using commercial transportation.
- Accident Report Form** – Submit this form each and every time an injury occurs at your club event. This form can be emailed, but the signed, original needs to be mailed to us.

Reminders:

1. Club Roster Form is for those members who claim your club as their primary club. If a dancer is paying their membership in another club, do not include their names on the Club Roster Form.
2. Mail Club Roster Form (with signature) and check together.

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This information is provided by California Council of Square Dancers, Inc for the benefit of each Affiliate.