

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 Chairman

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.

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