

LANGUAGE TO INCLUDE IN LETTER REQUESTING CERTIFICATE OF INSURANCE AND ADDITIONAL INSURED ENDORSEMENT

Presently the _____ (Contractor or Vendor Name?) _____ is providing services of _____ (What service is being provided?) _____ to the _____ (Charter School) _____.

For each service provider it is necessary to make sure adequate insurance is in place. In addition, if an accident occurs and there are damages or losses, adequate endorsements to the insurance policy need to be in place to trigger the service provider's insurance coverage for the charter school.

All outside vendors providing services for the School must submit proof of insurance in the form of a Certificate of Insurance.

Coverages must include:

- General Liability - \$1,000,000 per occurrence
and, \$2,000,000 annual aggregate
- Automobile Liability - \$1,000,000 per occurrence
- Workers Compensation – Statutory Limits
- Errors and Omissions - \$1,000,000 per claim

In addition, a separate Additional Insured Endorsement to the service provider's insurance policy must also be issued. This Additional Insured Endorsement must name the charter school **and "California Charter School Association Joint Powers Authority" (CCSA JPA).**

Thank you in advance for your cooperation in providing these important documents.