



ALPHA SIGMA PHI FRATERNITY
alphasigmaphi.org

ADDING ADDITIONAL INSURED

Additional Insureds may be added to our liability insurance policy. Such Additional Insureds may be your landlord, college, university, and/or proprietor from whom the chapter may be renting property for a special event.

Please submit this Additional Insured Request Form to tbtm@alphasigmaphi.org at least thirty (30) days prior to the date it is needed.

Upon review and approval of the Additional Insured request by Alpha Sigma Phi Fraternity and the insurance carrier, a certificate of insurance will be issued by Willis, with the original forwarded to the Additional Insured and a copy to the International Headquarters.

If you have an additional questions regarding adding additional insureds, please contact Alpha Sigma Phi Headquarters.

Chapter Name _____ Your Name _____
 Your Address _____ City, State, Zip _____
 Phone (____)_____-_____ Email Address _____
 Additional Insured's Name _____
 Address _____ City, State, Zip _____
 Phone (____)_____-_____ Email Address _____
 Limits Requested by Additional Insured _____ Date and Time of Event _____
 Description _____

Send the request with the information needed to Alpha Sigma Phi Fraternity, Attn: President by fax (317) 843-2966 or email tbtm@alphasigmaphi.org.

Please answer the below questions and **if any answer is "Yes"** please include the documentation with this request;

1. Are Certificates of Insurance obtained from vendors?

A. Liquor Legal Liability	Yes	No	Not Applicable
B. General Liability	Yes	No	Not Applicable
2. Has vendor(s) provided proof of liquor license and temporary license to see on premises?

	Yes	No	Not Applicable
--	-----	----	----------------
3. Is the fraternity named as an additional insured on all certificates from vendors?

	Yes	No	Not Applicable
--	-----	----	----------------
4. Have applicable permits and permission been obtained from authorities:

A. College/University	Yes	No	Not Applicable
B. Fund Raiser	Yes	No	Not Applicable
5. Has any written contract or agreement been signed for any part of this special event?

	Yes	No	Not Applicable
--	-----	----	----------------

