

CHAPTER EVENT LIABILITY INSURANCE INFORMATION SHEET

Many chapters hold and sponsor events held at venues, such as hotels, hospitals, community centers and conference centers. These locales often require anyone using their facilities to show proof of liability insurance. All chapters are covered under AACN's master policy, so in a situation where proof of coverage is required, a chapter would need to contact the Home Office and request a certificate of insurance, to be sent to the facility. This service is provided to the chapters free of charge.

Chapter event liability insurance is designed to cover both community educational events, as well as traditional chapter educational offerings.

The liability insurance provides \$2,000,000 in general aggregate coverage, \$1,000,000 in personal injury, \$300,000 in fire damage and \$15,000 in medical expenses.

The procedure for requesting an insurance certificate is to fill out and submit an Event Liability Insurance Form. The form is located online, at www.aacn.org, in the Chapter Portal, under Chapter Forms. The certificate of insurance will, then, be mailed or emailed to the necessary people, within ten business days.

If you have any questions, please contact Mitzi Inman, Senior Chapter Associate, at 800-394-5995, ext. 365 or by email at Mitzi.Inman@aacn.org.