

Obtaining a Certificate of Insurance for an NCMEA Student Event

In order to get a Certificate of Insurance for a student event site, please provide the NCMEA Executive Director with the following information, at least two (2) weeks prior to the event, so information can be forwarded to our insurance company. The insurance company will fax the certificate to the person on-site who needs the certificate.

NCMEA Section	
Name of event	
Event chair	
Date/s of event	
Time of event – Complete Schedule should be provided on a separate sheet.	
Location - name of the site, church, school, university	
Building or part/s of the building to be used	
Site address to include zip code	
Site contact person	
Person who should receive the certificate	
Fax # for person who should receive the certificate	
Number of student participants	
Number of adult chaperones	

Please provide information to the NCMEA Executive Director, preferably by email attachment.

NCMEA Office
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