

Young Ladies' Grand Institute
Additional Insurance Request Form

Dear Sisters,

Grand Institute must be informed when institutes hold meetings or events on days that differ from their scheduled meeting time or at locations that differ from their scheduled meeting locations. Additional insurance must be requested for these events.

For example, if your December meeting is held at a member's home instead of your usual church location or if the gathering is held on a different date, an additional insurance certificate is needed for the new location.

Please note there is no additional cost for these requests. Please provide the following information to request additional insurance.

Institute Name: _____

Institute Number: _____ District: _____

Date(s) of Meeting or Event: _____

Time(s) of Meeting or Event: _____

(Please include an end time.)

Location(s) of Meeting or Event:

Does this event require setup? If so, please list the date and time for this setup: _____

Does this event require takedown? If so, please list the date and time for this setup: _____

Please email this completed form to grandsecretaryli@gmail.com at least three weeks before the event date. For questions, please email grandsecretaryli@gmail.com.