

CAPISTRANO UNIFIED SCHOOL DISTRICT
33122 Valle Rd
San Juan Capistrano, California

July 18, 2022

TO: Booster Club/Auxiliary Group Presidents

FROM: Denice Scarola, Manager II, Insurance/Risk Management

SUBJECT: **BOOSTERS /FOUNDATIONS GENERAL LIABILITY COVERAGE
RENEWAL 2022-2023**

As you may already be aware, school Booster Clubs and Auxiliary Groups (Booster) are required to carry general liability insurance covering their fund-raising and special events activities. Minimum coverage must be for \$1 million per occurrence. A certificate of insurance should be issued to Capistrano Unified School District (CUSD) with an additional insured endorsement. The purpose of the insurance coverage is to provide general liability coverage for booster clubs, auxiliary organizations, non-parent and parent-run foundations, and parent-teacher organizations that support the member district's educational and extracurricular programs. The program offers coverage to the Boosters for potential third party claims filed against the Booster. Please note the District's general liability coverage does not provide coverage to the Booster.

CUSD has arranged to assist the Booster with the purchasing of low-cost liability insurance through ASCIP, the District's liability insurance provider. This coverage, known as ASCIP-B, provides the minimum required \$1 million of liability insurance and covers most non-hazardous events conducted by the Booster both on and off campus. This includes most fund-raising events supporting Grad Night activities and off-campus Grad Night celebrations. Some Grad Night events require additional approval from the insurance company, so we recommend sending those inquiries with plenty of time to resolve any coverage issues. **Exclusions to coverage are provided by ASCIP on the attached.** This plan is offered as an option to the Booster; **however, the Booster may obtain their liability coverage from any reputable insurance provider.**

The policy period is for the 2022-2023 school year. The cost to your club or group will range from \$182.00 to \$968.00 depending on the total annual revenue generated through your fundraising efforts.

If your group wishes to purchase liability insurance through the District's ASCIP-B program please:

- 1) Refer to the Booster Club Insurance Premiums to obtain your premium amount
- 2) Complete the Roster/ Application for Booster Club Insurance
- 3) Return your check made payable to Capistrano Unified School District along with the above documents to the address indicated on the form.

All information requested on the form must be completed in order for ASCIP to bind coverage. **In order for coverage to be effective**, applications must be received prior to any events. Booster Group Liability Insurance may be purchased ASCIP-B coverage through the District at any time during the school year; however, **coverage will not be retroactive and premiums will not be prorated.**

Evidence of coverage may be obtained for an outside agency by requesting a certificate of insurance. Please contact me at (949)234-9405 or you may email a request at dascarola@capousd.org.

Sincerely,

Denice Scarola, CSRM
Manager II, Insurance and Risk Management