

## INSTRUCTIONS FOR ENROLLING IN THE INSURANCE PROGRAM

Submit the following information to be used in filling out an enrollment form for you:

1. Club name
2. Club mailing address.  
(Use the address of a member if the club has no permanent address)
3. Day of the week the club dances.
4. Name of the dance facility.
5. Address of the facility. (City State & Zip)

Finally of course, include with the above information a club roster and a check for the fee which is currently \$4.10/dancer with a minimum of \$45.00 for clubs with 10 or fewer members. Remember that the insurance company rules require that 100% of the dancers in your club participate

If your club has a special scheduled for which the date is known at the time you enroll, furnish all of the above information for the special using the actual date(s) for item three. This will not be necessary if the special will be on a regular club dance night and at the usual facility.

A very few clubs will have a need to furnish information for an Additional Insured. This will happen when the owners of your dance facility request that they be included on your certificate. Most have their own liability insurance and do not request this. If they do request it, your insurance then also provides liability coverage for the facility owners while you are using it. In this case please submit the following information along with the information about your club:

1. Name of the facility owners. For example this might be the City Government if you were using a City owned Senior Citizen Center.
2. Address of the facility owners (City State & Zip)

Please submit all information typewritten or computer printout. If this is not possible, **print the information clearly using block letters**. This will avoid delays caused by having to call for clarification. Send the enrollment information to the address below.

After your club has enrolled in the insurance program updates such as new members, special events etc. should also be sent to the address below. If the information is such that signed documents (Such as accident reports) or fees are involved, send the information by mail. If the information is something such as a special dance date or location it can be sent by mail or to the e-mail address below. Forms for special dances, new members and accident reports will be sent out with the insurance certificates when they are received.

At any time questions arise, feel free to contact me at the mail or e-mail address or telephone number below.

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