
MEMORANDUM

To: Washington State Division of Risk Management

Via: Rick Fadness, Coordinator
WSU Risk Management & Insurance Office

From: Kevin Wright, Extension Manager
WSU State 4-H Youth Development Program

Subject: **Request for Insurance Certificate**

Organization Requesting Certificate (name and address of WSU organization & representative)

Amount of Certificate Coverage

Period of Coverage

Name and address of Organization to Receive Certificate (organization to be insured)

Contact person(s) and phone number(s) (from organization to be insured)

Description of Operations/Location/Special Items/Activities

Liability Insurance

4-H is often asked to show proof of insurance when using schools, fairgrounds, malls and other facilities. In most cases, sending a copy of the “Certification of Self Insurance – General and Automobile Liability” will suffice.

Other times the facility would like a *Certificate of Insurance*. Following is the procedure to process this form:

1. A letter needs to be sent to Rick Fadness, Coordinator, WSU Risk Management & Insurance Office, P.O. Box 641045, Pullman, WA 99164-1045. Address the following items:
 - a. Organization requesting the certificate.
 - b. Who the Administrator would be (usually 4-H Educator).
 - c. Days of coverage (can be for an entire fiscal year).
 - d. Location of event (with address and name of where the certificate will be sent).
 - e. What the insurance will cover.
2. After Rick Fadness receives the letter, he will then send the information to the Office of Risk Management in Olympia and they will send the certificate on.

For additional information contact Kevin Wright at (253) 445-4612; email wrightkc@wsu.edu, or Rick Fadness at (509) 335-6893; email fadness@wsu.edu.



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7612 Pioneer Way E.
Puyallup, WA 98371-4998
253-445-4550
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**CERTIFICATION OF SELF INSURANCE
GENERAL AND AUTOMOBILE LIABILITY**

TO WHOM IT MAY CONCERN:

The State of Washington, its agencies and departments presently self insure all their general liability exposures, including automobile liability. Claims costs are funded internally by the state through the Tort Claims Revolving Fund. Claims are not submitted to a commercial insurer.

Tort claims properly filed against the state are processed as prescribed in the Tort Claims Act, Chapter 4.92 of the Revised Code of Washington (RCW). In summary, the state's statutes provide that individuals may make a claim to the state (RCW 4.92.010). The state may provide legal defense (RCW 288.10.842) for any regent, officer, employee, or agent of an institution of higher education against whom claims are filed and judgements against such individuals may be paid by the Tort Claims Fund (RCW 4.92.130). For the purpose of RCW 288.10.842, duties and are acting in good faith.

Inquiries on claims relating to general liability and operation of vehicles for Washington State University should be addressed to:

Mr. Rick Fadness, Coordinator
WSU Risk Management & Insurance Office
P.O. Box 641045
Pullman, WA 99164-1045
(509) 335-5524

This statement of certification is offered as information only and should not be construed as creating, limiting or defining the legal rights or responsibilities of the parties referred to herein.