



# Orange County Public Schools

## Risk Management

### Certificate of Liability Insurance Requirements

Any third party coming onto OCPS property providing a product or service is required to submit a current Certificate of Liability Insurance (COI) Acord form naming the School Board of Orange County, Florida as Certificate Holder **and** Additional Insured to the OCPS Risk Management Department. The policy must be endorsed using the language equivalent to both CG2026 4/13 and CG2037 4/13.

Commercial General Liability Coverage must be indicated on an occurrence basis (claims made policies not accepted). The required Limits of Liability are:

- Minimum limit of \$1,000,000 per occurrence
- Minimum limit of \$2,000,000 general aggregate
- Policies must not exclude or sublimit coverages for abuse or molestation.

PT(A/O/SA/SO) and school booster organizations are required to submit Certificate of Liability Insurance for any sponsored activity.

Governmental agencies may provide a statement of self-insurance in lieu of a Certificate of Liability Insurance, with limits pursuant to [Florida Statutes 768.28](#).

### Certificate Holder **MUST** read:

The School Board of Orange County, Florida  
Attn: Risk Management  
445 W. Amelia Street  
Orlando, FL 32801

Please send a copy of the required COI to [Dina.Barkley@ocps.net](mailto:Dina.Barkley@ocps.net) and/or [riskmanagement@ocps.net](mailto:riskmanagement@ocps.net) and include the reason for providing proof of insurance on the subject line. For example:

- Vendors participating in the Avalon ES Spring Carnival on 03/15
- Odyssey MS PTA Fall Festival on 09/28
- Unity Church use of Avalon ES facilities on Sundays from 07/01/22-07/01/23





**MEMBER CERTIFICATE OF INSURANCE**

3/18/16

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: FL522248

**NAMED INSURED MEMBER:**

**Awesome Elementary PTA**  
 1234 Great Rd. Orlando, FL  
 32800

**Named Insured & Mailing Address**

Awesome Schools  
 PO Box 1234  
 Orlando, FL 32800

**PRODUCER NAME**

AIM Association Insurance  
 Management, Inc.  
 PO Box 742946  
 Dallas, TX 75374-2946

| Company / Coverage  | Policy #  | Effective Dates   | Deductible | Limits of Insurance                         |
|---|-----------|-------------------|------------|---|
| Tudor Insurance Company /<br>Commercial General Liability | 987654321 | 11/3/16 - 11/3/17 | NONE       | <b>Each Occurrence</b> <b>\$1,000,000</b>   |
|   |           |                   |            | <b>General Aggregate</b> <b>\$2,000,000</b> |
| Tudor Insurance Company /<br>Medical Payments             | 987654321 | 11/3/16 - 11/3/17 | NONE       | Products - COMP/OPS Aggregate \$1,000,000   |
|   |           |                   |            | Personal & Advertising Injury \$1,000,000   |
|   |           |                   |            | Fire Damage (any one fire) \$50,000         |
|   |           |                   |            | Any One Person \$50,000                     |
|   |           |                   |            | Aggregate \$50,000                          |

**Minimum Limits of Liability required by the District.**

**The School Board of Orange County, FL is added as an additional insured to the General Liability policy only.**

**Certificate Holder:**

**School Board of Orange County,**  
**FL 445 W. Amelia Street**  
**Orlando, FL 32801**

This member certificate, together with the common policy conditions, coverage  
 pa s, if any, complete the above numbered  
 pol available upon request or may be printed at  
 ww

**The School Board of Orange County MUST be named as Certificate Holder and Additional Insured.**

**AUTHORIZED REPRESENTATIVE**

**PTA Sample**