

ORDER OF THE ARROW CONCLAVE INSURANCE PROCEDURES

LIABILITY INSURANCE

Region & Section Activities/Events: These are National Council events (including section conclaves) and come under the policies of the National Council, BSA. The National Council has directed that a surcharge of \$2.00 per calendar day be assessed per participant at all National Council events.

A function beginning on Friday and concluding on Sunday would transmit \$6.00 per participant. This should be sent within two weeks after the event. This is a requirement stated in the Section Rules, Rule VII - Conclave Finances, paragraph D of the Field Operations Guide (Page 24).

ACCIDENT & SICKNESS MEDICAL INSURANCE

Concern has been expressed in regard to providing duplicate Accident and Sickness Insurance for participants at your section conclave since some or all of the councils in your section may provide council-wide Accident and Sickness Insurance. After further investigation on this matter and through the efforts of the OA professional staff, risk management, and others at our national office, we have the following ruling:

1. Paragraph C, of the Section Rules, Rule VI, on Conclave Finances requires that all participants must have Accident and Sickness Insurance.
2. If councils in a section have year-round council-wide Accident and Sickness Insurance, then there is no need to pay the Accident & Sickness premium. The Council Accident & Sickness Plan must cover both adult and youth members in order to be used for section conclaves. Guests & Visitors who are not registered with the BSA are not covered by the Accident & Sickness or General Liability insurance.
4. Using the chart below the section must make an annual assessment and re-affirm that the coverage is in effect for each council. If a council has an x in one of the columns then they are covered under the Council Accident & Sickness Plan and no premium needs to be collected. A new version of this document will be produced at least annually.

The Accident and Sickness premium is \$.21 per participant per calendar day for national events. Activities beginning on Friday and concluding on Sunday count for three calendar days and, therefore, \$.63 should be budgeted per participant. The national office will prepare and submit the Accident & Sickness Insurance Enrollment Form for all Section Conclaves. All insurance fees must be indicated on the "Conclave Insurance Payment Transmittal" form and submitted within 45 days of the event completion. Conclave Insurance Payment Transmittals should be emailed to Stephanie.jordan@scouting.org. We will bill the council that holds your section custodial accounts. Please do not send a check. Should you have questions call 972-580-7846.