



Evergreen School District

From strong roots grow bright futures

DATE: October 14, 2016
TO: All Administrators
FROM: Nelly Yang – Chief Business Officer
SUBJECT: Insurance Requirements

By requirement of Evergreen School District's insurance program, each service provider must be insured and provide the District a certificate of general liability insurance coverage.

All outside vendors providing services for the District must submit proof of insurance in the form of a Certificate of Insurance. The Certificate must show Evergreen School District as both the "Certificate Holder" and "Additional Insured".

Coverages must include:

- General Liability - \$2,000,000 per occurrence.
and, \$4,000,000 general aggregate
- Automobile Liability - \$1,000,000 per occurrence
- Workers Compensation – Statutory Limits

For small vendors looking for special event insurance, you may go to the following website:
<http://www.rvnuccio.com> for RV Nuccio & Associates who can provide an online quote.