

# INSTRUCTIONS AND INFORMATION REQUIRED FOR PURCHASE OF ADDITIONAL GIRL SCOUT INSURANCE

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Thank you for inquiring about the purchase of additional Girl Scout Insurance. In order to purchase the insurance on your behalf I must have the following information.

1. Name and Location of Event
2. Beginning Date
3. Ending Date
4. Number of Participants
5. Total Number of Days

Once I have received this information I will purchase the insurance requested. I will then contact you with the premium amount to be paid. When paying the premium all checks must be made out to **United of Omaha** and then sent to my attention, Erin Dostie at 1700 Watermark Drive, Columbus, OH 43215.

In order for the insurance to be in effect, your payment must be post marked prior to the event date, so please allow a minimum of two weeks prior to the event date when purchasing insurance.

If you have any questions regarding this process please contact me either by phone, fax or e-mail.

Thank you.

Erin Dostie  
Property Management Specialist  
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