

INSURANCE 2012

To:- Club Insurance Chmn.

Dancer Insurance has been set at \$4.45 per Dancer for 2012, if you wish to apply for coverage please adhere to the following instructions.

All the necessary forms may be found on the USDA website at www.usda.org.

Under "Programs ", you can click on "Dancer Insurance Program", this then gives access to a wealth of important information concerning the Insurance Program.

Click on "Insurance Forms and Information"

The enrollment and other necessary forms are all available and may be filled in on line and then printed or printed blank for hand completion.

Line 1. INSTRUCTIONS, informative information on Insurance program

Line 2. ENROLLMENT FORM. To be filled in as follows,

Date, ---- (submission date)

From.

Name of Assoc. or Federation,

Insert, "Michigan Council of Square & Round Dance Clubs."

Name of Insurance Chmn.

Insert, "Jack Walton

26081 Berg Rd.

Southfield, MI. 48033"

248-353-9461, troytop@home.msen.com

1.Club Name, -----

Contact name, address & phone # ,email if possible

(it is essential I have clear contact person data for adjustments and/or certificate mailing)

Number of Members,

TOTAL number of club members.

Total membership should include your club members who are insured by other clubs; Callers and Cuers may be included if they wish to be insured as dancers.

Dates of function,

List specific dates or “ every 2nd Sat. for example is acceptable for repetitive dates.)

Facility,

Please give full name & address with zip code. If more than one facility is utilized during the year add them in field 2 etc. with appropriate function dates.

- Line 3. **CLUB MEMBERSHIP ROSTER, "LIST ALL MEMBERS".
*THIS FORM MUST BE SIGNED***
- Line 4. **CLUB MEMBERS INSURED BY OTHER CLUBS, list all of your club members who are insured by USDA insurance with other clubs. (subtract these members when calculating premium) NOTE;- your club insurance cannot be processed until these members are confirmed as insured by the other club with their application and payment.**
- Line 6. **ADDITIONAL MEMBERS, this form must be submitted for any additions to your club roster since the insurance became effective on Jan 1 each year, this should be done on a timely basis during the year but most importantly when class members join as full members.**
- Line 10. **CLASS ROSTER, class members listed will be insured free of charge for 9 months, or until they become club members. This relates to beginner dancers only, NOT Plus or Advanced class members. If a certificate is required for the class location it may be requested by filing the special events form found on LINE 9.**

Print the relevant forms and mail to me, once completed, to the address above together with the appropriate premium at \$4.45 per dancer. The new insurance period begins on Jan 1 each year but it is recommended that

enrollment forms be submitted early as possible to assist in timely processing.

IF HARD COPIES OF THESE DOCUMENTS ARE REQUIRED DUE TO LACK OF WEB ACCESS PLEASE WRITE OR PHONE TO REQUEST THEM.

PLEASE READ CAREFULLY AND SEND ALL FORMS REQUIRED.

ENROLLMENT FORM--- 3 copies. 1. Insurance Co
1. USDA Insurance Coordinator
1. MCSRDC file.

3 copies of CLUB MEMBERSHIP ROSTER, **SIGNED**

3 copies of any other forms to be included in the submission.

A CHECK for appropriate premiums, (Total club members less those insured by USDA in other clubs), payable to Michigan Council or MCSRDC.

Jack Walton
MCSRDC Insurance Coordinator.
26081 Berg Rd.
Southfield, MI. 48033