

NATIONAL FEDERATION OF MUSIC CLUBS

HEIDI O HONG

Insurance Chair

621 Westview Dr

Barron WI 54812

Phone: 715.637.5719

Email: heidiahong@gmail.com



July 8, 2023

Dear State Federation Presidents and State Liability Insurance Chairs:

One of my responsibilities as NFMCF First Vice President is the coordination of general liability insurance coverage for NFMCF events that occur annually throughout the United States.

Our liability insurance is available **only for Federation-sponsored events**, and **event sponsors must be Federation members in good standing**.

Our Liability Insurance request deadlines are:

August 15, 2023 for events September 1, 2023 – December 31, 2023

December 1, 2023 for events January 1, 2024 – August 31, 2024

Late fees apply after these dates. All fee information is detailed on the attached request form.

Attached is a copy of our NFMCF Child Protection Policy/Form. A signed Child Protection Policy Form is required by our insurance company for **each event**. If the signed form is not returned with a request, you will not have insurance!

A web link for a guide published by the CDC is also included on the Policy/Form. This booklet is included as a guide only—it contains pertinent information about protecting our children. The booklet is intended for your review only. <http://www.cdc.gov/violenceprevention/pdf/preventingchildsexualabuse-a.pdf>

ATTENTION: The following must be signed by each state president and returned to Jennifer Griffin, Executive Director, in order to obtain liability insurance through NFMCF.

The state of _____ is in good standing with NFMCF and will be participating in NFMCF activities

in 2023-2024. _____

Signature of State President

Remember that you will NOT have coverage until all requests, payments, signed Child Protection forms, and state participation declarations have been sent to Jennifer, at NFMCF headquarters.

Jennifer Griffin

1646 West Smith Valley Road

Greenwood, IN 46142

Thank You,

Heidi Olson Hong

NFMCF First Vice President