

NATIONAL FEDERATION OF MUSIC CLUBS

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July 1, 2024

TO: State Federation Presidents/Liability Insurance Chairs/State Treasurers
RE: General Liability Insurance Coverage for NFMC Events 2024-2025

NFMC 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, 2024 for events September 1, 2024 - December 31, 2024

December 1, 2024 for events January 1, 2025 – August 31, 2025

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

A copy of our NFMC Child Protection Policy/Form is attached. 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. Likewise, the fee for each event needs to be sent in a timely manner.

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 at, <http://www.cdc.gov/violence/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 the NFMC. *State Participation Declaration*

The State of _____ is in good standing with the NFMC and will be participating in NFMC activities in 2024-2025. _____

Signature of the State President

All documents concerning your State need to be accurate, not only insurance forms. Liability insurance is important and the NFMC wants to help protect members. It is up to each of us to be diligent and aware that all is in order in a state organization. Read the NFMC Manual carefully along with all publications of the NFMC, not just the insurance requests as this will help eliminate errors and give guidance.

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 NFMC headquarters.

In all cases when changes are needed, Jennifer Griffin at our NFMC headquarter is to be contacted (not the insurance company.) Calling or emailing the insurance company is confusing to them as it may create errors. Please consider the vast amount of paperwork that must be kept on file accurately year-to-year and allow the NFMC headquarters to complete your revised (changes in dates or venues) requests as well as certificate distribution.

Jennifer Griffin, Executive Director, 1646 West Smith Valley Rd, Greenwood IN 46142