



Please contact your insurance company and request the following insurance documentation:

1. **Certificate of Liability Insurance** (ACORD 25) signed by the insurer's representative.
 - a. List the "Certificate Holder" as follows:
Manteca Unified School District
Attn: Kimberly A. Wright, Director of Risk Management
P.O. Box 32
Manteca, CA 95336
 - b. Comprehensive General Liability with limits of \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate is required. (The District reserves the right to increase the minimum insurance requirements upon the recommendation of the District's Risk Management Department).
 - c. 30-day **written** Notice of Cancellation is required.
 - d. Proof of Workers' Compensation (waiver of subrogation to be part of this coverage) – if applicable.

2. An **Additional Insured Endorsement** (Form Number **CG 2010 - Additional Insured – Owners, Lessees or Contractors, Scheduled Person or Organization** or its direct equivalent) **must** accompany the Certificate of Liability Insurance. Please note the following:
 - a. List the "Additional Insured" as follows:
Manteca Unified School District, its Governing Board, its Officers, its Agents, its Employees, and its Volunteers are named as additional insured with the respects to Liability.
 - b. The coverage shall be primary and non-contributory, with respect to general liability and waiver of subrogation for workers' compensation (if applicable).
 - c. The additional insured endorsement should indicate the effective date, policy number, and the name of the insurance carrier.

If you have any questions, please call Risk Management. Thank you.