

Certificate of Insurance

Sorority and Fraternity Affairs requires each social sorority and fraternity to have a copy of the certificate of insurance on file. Accordingly, here are the directions on how to obtain this document:

1. Check with the Center for Student Activities and Involvement or Sorority and Fraternity Affairs to see if you currently have a valid insurance certificate on file. If so, you will not need to provide a copy as part of your registration. If not, you will need to follow the instructions below to obtain a copy of your insurance certificate.
2. Call the (Inter)National Office for your organization and discuss this requirement with them. Some offices may then direct you to contact the insurance carrier directly to request for the certificate, while other offices may make the request for you.
3. Some insurance carriers will wish to send a copy directly to the SFA office. If this is the case, please indicate on the registration form that the chapter has requested a copy and one will be sent to the address below. Your registration will be complete once the insurance certificate is received.
4. The Certificate must document that **all chapters without a chapter house have a minimum of \$1 million in liability insurance. Any chapter with a chapter house must have a minimum of \$2 million in liability insurance.**
5. It is recommended that you list University entities as additionally insured on the policy for the year. Doing so will insure events that need insurance coverage before a permit can be issued have appropriate documentation now versus trying to obtain insurance documentation closer to the time of the event. These three entities to list as additionally insured are:
 - a. University of Florida
 - b. University of Florida Board of Trustees
 - c. State of Florida
6. A copy must be mailed or hand delivered to:

Sorority and Fraternity Affairs
310 J. Wayne Reitz Union
PO Box 118505
Gainesville, FL 32611-8505
Fax: 352-392-6450

Please contact the office with any questions (352) 392-1671