Dear I2SL Chapter Officers,

I2SL HQ carries insurance policies for all board members and chapters. Summaries of the certificate of liability insurance and certificate of insurance are posted on the Chapter Resources page for reference. If your chapter is hosting an event at a venue (e.g., restaurant, university campus or office building) and needs a specific policy to cover that event, I2SL HQ can arrange for the insurance agent to provide that information.

As a reminder, the following documents are also posted to the Chapter Resources page to help chapters smoothly carry out official chapter business:

- W-9 Form
- IRS Approval Document
- Sample Chapter Bylaws
- Budget, Payment Form, Invoice, and Receipt Templates

Please let us know if you have any questions or would like more information about I2SL HQ’s insurance policies.

Thank you for all you do for your chapters!

Crystal Jones-Arnold and Erin Pittorino
I2SL Chapter Coordinators

Connect with I2SL: info@i2sl.org | www.i2sl.org | 703.841.5484