

From: Risk Management <insurance@rotary.org>

To: cfdolph@yahoo.com

Sent: Monday, July 31, 2017 1:55 PM

Subject: U.S. Rotary Club and District Liability Insurance Program – 2017-18 message to U.S. Club Officers About the Insurance Program



RISK MANAGEMENT

2017-18 and 2018-19 U.S. Rotary Club Officers:

This message will provide you with basic information about the **U.S. Rotary Club and District Liability Insurance Program ("Program")**, which can save your club money and time when planning fundraising events and projects. Please access the online Portal (see below) for additional information.

The **Program** provides all U.S. Rotary clubs and districts with general liability (GL) and directors' & officers'/employment practices liability (D&O/EPL) insurance. It is paid for by U.S. Rotarians in the July club invoice and has been in existence since 2001.

Insurance Information Portal (Portal): www.locktonportal.com/sites/rotary/resources

Username: Rotarian

Password: Resources#1

Note: Username and password are case-sensitive. The *portal* is for U.S. Rotary club/district use only. Please share this information with those in your club, but avoid posting it in places (including unsecured club web sites) where it is easily accessible by outside parties.

Tip: For best compatibility, use Chrome (do not use Internet Explorer)

The Portal includes information on:

- Certificates of insurance that can be easily downloaded
- Insurance policies and summaries (what is covered, what is excluded)
- Loss Control Guidelines - tips and resources to assist your club in planning safe and successful events/activities
- Common insurance questions and concerns (FAQ, PowerPoint presentation)

Certificate of Insurance

Obtaining a certificate of insurance is a self-service function with instructions available on the Portal. If there are problems in obtaining the certificate, please contact Lockton broker. If you need an additional insured endorsement please send an email to Lockton (rotary@lockton.com) along with a copy of your agreement.

Incident Reporting

As soon as you are aware of an incident that could result in a claim or lawsuit, please report it to Risk Management at claims@rotary.org. The Incident Report form is available on the *Portal*. If your club is served with a lawsuit, please contact RI Risk Management immediately.

Sincerely,
Rotary Risk Management

Contact Information

Insurance Broker	Rotary Risk Management			
Lockton	Carol Dietz, Assistant Risk Manager	Julita Brzozowska, Risk Manager	Katie Rabs, Risk Management Specialist	Jodi Steel, Claims Manager
(800) 921-3172	(847) 424-5245	(847) 424-5394	(847) 866-4494	(847) 866-3125
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