

Insurance Questions for Jess

Open items that need your input before we can submit

The Green Wall Group LLC d/b/a Medley Music Access & Inclusion

Hi Jess — We drafted answers for everything we could on both insurance applications (Comprehensive + Abuse & Molestation). These are the items only you can answer. Click the options or type in the fields. When you're done, hit "**Save as PDF**" at the top to save a copy, or just leave this open and tell Philip what to fill in.

Participant & Student Numbers

Both applications

1. How many clients/students/members do you serve in each age range?

Annual estimate is fine. This appears on both applications. The Comprehensive form wants finer age buckets.

Age Range	Who	Approx. Number
6 – 14	Adaptive music students	e.g. 15
15 – 18	Adaptive music students	e.g. 8
0 – 18 total	All minors served	<i>total</i>
19 – 62	PD teacher participants	e.g. 200

Revenue & Finances

Comprehensive — Section B

2. Revenue sources and approximate amounts for the current fiscal year:*Round numbers are fine. They want to see where the money comes from.*

Revenue Source	Approx. Annual Amount
PD workshop fees	\$
Adaptive music instruction fees	\$
Book sales	\$
Speaking / consulting	\$
Other	\$ and source

3. Total projected expenses for the current fiscal year?*We estimated \$75K–\$150K. Can you narrow it?*

e.g. \$95,000

Background Checks & Screening Both applications**4. Does Medley routinely conduct sex offender screening on all employees and contractors?***Abuse form Q9. This is separate from CORI/fingerprint checks — specifically the sex offender registry.* Yes No**4a. If yes — do you collect signed acknowledgements that the individual may be rejected/terminated on a match?** Yes No N/A

5. How often does Medley re-screen employees through a criminal database?

Abuse form Q11. Check all that apply – click to toggle.

 Prior to hire

 Annually

 Biannually

 Other

If 'Other' – describe

6. The Comprehensive form asks about these additional screening items. Yes or No for employees?

Comprehensive Section F, items 4f–4g and 5b–5g.

Screening Item	Answer
Education of professionals verified	Yes / No
Licensing/certification of professionals verified	Yes / No
Name check – local level	Yes / No
FBI fingerprint – regardless of time in state	Yes / No
FBI fingerprint – if in state less than 5 years	Yes / No

School Contracts & A&M Coverage

Abuse – Q20

7. Are you contractually obligated to carry abuse & molestation coverage?

We assumed yes since the first school engagement starts Feb 24.

 Yes

 No

 Not sure yet

7a. If yes – what coverage limits does the contract require?

e.g. \$1M per occurrence / \$2M aggregate

7b. Can you provide a copy of the school contract? The insurer asks for it.

Yes — I'll send it

Not yet available

Policy Decisions Both applications

8. Should we add exit interviews to the staff policy now, or wait?

Abuse form Q13. We answered "No" for now. The insurer may view "Yes" more favorably — it's a one-paragraph addition to the handbook.

Add it now

Wait until we grow

9. Do you use a contractor for legal review of marketing materials?

Comprehensive E4. We said "No — created internally." Just confirming.

No — leave as-is

Yes — want to add a note

If yes, add details here

10. Does Medley host or co-sponsor any fundraisers or special events?

Comprehensive Section J. If yes, we need to fill out the full Special Events section. If no, we mark it N/A.

No — mark N/A

Yes — let's discuss

Attachments Checklist

Click to check off. Three are already done.

Staff Policy Handbook — *done*

Policy Acknowledgment Form — *done*

Photo & Media Release Form — *done*

Resume — Jessica Corwin

Resume — Jen Kass

Resume — Jon Burgos

School contract — *if available, for A&M Q20*

11. Anything else you'd like to add about Medley's abuse prevention approach?

Abuse form Q21 — optional open-ended field. A chance to highlight strengths (always in schools with their own supervision, mandated reporter training, etc.). We can draft something if you'd prefer.

Optional — type anything you'd like to highlight, or leave blank and we can draft something