



Knights of Columbus Washington State Council



Donald J. McBride
State Secretary
1957 Marshall Ave.
Richland, WA 99354
StateSecretary@kofc-wa.org
(509)554-9202

Dear Worthy Grand Knights and Financial Secretaries:

The Washington State Council general liability insurance policy with *Western States Insurance Agency* for subordinate councils will run from June 1, 2011 to June 1, 2012. The policy includes liquor liability and transportation liability during council functions, the same as last year.. The cost is \$1.00 per member (excluding inactive insurance members) and is in the amount of \$2,000,000.00 per occurrence (\$3,000,000.00 excess aggregate). We have obtained this low cost policy premised on obtaining 100% participation by subordinate councils. Each council should complete the following steps:

1. Forward your letter requesting coverage by one of the following methods. Photocopy the enclosed letter onto your council letterhead stationary OR cut and paste your letterhead onto the enclosed letter and make a photocopy of the letter OR retype the letter onto your letterhead.
2. *Sign, date, and affix the council seal* to the resulting letter constructed in Step 1. The *signatures of both the Grand Knight and the Financial Secretary* must be present on the form. Make a copy for your council records.
3. Look up your council number and name on the enclosed membership list and write a check to the Washington State Council for the amount indicated.
4. Put the letter from Step 2 and the check from Step 3 in an envelope and mail to:

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All responses and checks must be in the hands of the State Secretary as soon as possible or by July 1, 2011.

Remember that the offer is voluntary, but if you choose to participate, you must act immediately. Remember - No Check, No Letter, No Insurance.

Fraternally yours,

Donald J. McBride
State Secretary

Enclosures: WSC Liability Insurance Billing Spreadsheet
Council Liability Insurance Commitment Letter Form I
Non Participation Letter Form II

FORM I

Dear Worthy State Secretary:

Our council has elected to participate in the group liability insurance program offered by *Western States Insurance Agency* for the 2011 - 2012 Year (June 1, 2011 through June 1, 2012). We understand that the limit of the General Liability insurance is \$2,000,000.00 per occurrence (\$3,000,000.00 excess aggregate). A certificate of liability insurance showing liability limits and proof of insurance will be available on the WSC Web site. If a certificate of insurance is needed naming an additional insured it can be obtained through the Insurance Company.

The insuring agreement will stipulate that *Western States Insurance Agency* will pay those sums that our council becomes **legally** obligated to pay as damages because of "bodily injury" or "property damage" to which the insurance applies. *Western States Insurance Agency* will have the right and duty to defend any "suit" seeking those damages. They may at their discretion investigate any "occurrence" and settle any claim or "suit" that may result. Bodily injury or property damage must take place within the coverage territory and be caused by an occurrence during the policy period.

We also understand that the policy will include liquor liability, as well as transportation liability during council functions. New members added to our membership after April 1 will be included at no additional cost. Fourth Degree members, if they are a member of a council that has purchased the insurance coverage, are also included during their Assembly functions.

We agree to the cost of \$1.00 per member, excluding inactive insurance members, based on the May 1, 2011, Supreme Council membership totals submitted by the State Secretary to our council. Our check in that amount is enclosed.

Respectfully submitted,

Grand Knight

Financial Secretary

Date

COUNCIL SEAL