

Conference Insurance Information

Insurance for SVdP is through a commercial insurance company. Parish conferences need to be aware of.

- All changes in ownership of SVdP vehicles must be reported to Insurance Co. contact. Vehicle description and VIN number for vehicles to be added or removed should be provided to the Council office at 317-924-5769 or to the council insurance coordinator at 317-679-6572.
- Volunteer drivers of SVdP owned vehicles will need to complete the **Volunteer Driver Information** Form to be posted on SVdP website. A record of these forms will be kept on file at the Food Pantry, Distribution Center or Parish Conference depending on the volunteer. As an alternative, a copy of the volunteer's driver's license can be obtained. Please assure that all information on the copy is legible and note the drivers contact phone on the copy.
- Volunteers who drive personal vehicles while performing services for SVdP, by state law, are required to carry insurance for their vehicle. If an accident should occur while using their vehicle, the volunteer's insurance is the primary coverage for the accident. SVdP's general liability insurance provides coverage for the council/conference but it is secondary to the volunteers insurance.
- Buildings covered by this insurance must be owned by SVdP (i.e. not the conference Parish). All buildings added or removed must be report to the insurance company. If a conference leases a building, and the lease agreement requires the conference to provide building insurance, a copy of the lease should be given to the council treasurer.
- Personal property (equipment, office furnishings, computers, donated inventories) in buildings owned or leased are covered. Detail listings are not required. A property value limit has been estimated for each location covered. Donated inventories of food, furniture, clothing etc. are valued for insurance purposes at minimal donated values.
- Liability insurance coverage is provided to the Council and Conferences according to the "Operating Units" list maintained by the Council.
- A Crime Coverage policy is included in these policies to cover losses of misappropriated council/conference money.

- A \$1,000 deductible is applicable to most reported loss claims. A loss reporting process is provided in a separate document.
- Insurance questions should be directed to the Council office at 317-924-5769 or our insurance coordinator 317-679-6572.