

COI Instructions:

REQUESTS:

Unit/Volunteer/Employee Requests: <https://bit.ly/COIrequest>

ISSUING COI'S:

1. Look for responses from scoutinghawaii@scouting.org email
2. Open attachment "CO Request - ..." in your pdf editor
3. Use "Add Text" feature to: Add date in format: mm/dd/yyyy
4. Edit "Additional Insureds" in case there are none, need to delete it.
5. Double check the address in the Certificate Holder box.
6. Save As "Unit # (first) - mm.dd.yy
7. Email to:
 - a. Requestor
 - b. cc: Judy Pritchard, Vanessa, and DE (if it's a unit requesting)
8. Record date completed & initials on the line of the request spreadsheet in "column R": <http://bit.ly/COI-ACBSA-responses>

DE's:

- Komohana – Stanton Oishi
- Hikina – Taylor Mower
- Maui – Ellie & Dylan
- Big Island (West) – Jason Ontiveros
- Big Island (Hilo) – Eric McFee
- Kauai – Denny Anderson/Christi Wetzel
- Guam – Sandra Seau

District or Council Events:

- Oahu – Billy Rayl
- Maui – Ellie & Dylan
- Big Island & Guam – Eric McFee
- Kauai – Christi Wetzel

Thank you!!!