

Longstreet's Corps  
Insurance/Dues Form and Procedures

Unit Name \_\_\_\_\_

Unit Commander's Name \_\_\_\_\_

**Longstreet's Corps Liability Insurance;** Every member, age 16 and over (soldier or civilian) and **any person** taking the field in any capacity (to include musicians, flag bearers and ice angels aged 12-15) allowed by Longstreet's Corps, must be covered by liability insurance and pay the following fee. The fees are as follows; Liability Insurance \$ 5.00.

**Please note we may have to adjust the insurance premium after receiving final company membership application rosters.**

**Insurance Example;**

Soldier	combatant on field	Pays \$5.00 premium
Civilian	16 years or older stays in camp	Pays \$5.00 premium
Musician/ice carrier	12 years old & above takes field	Pays \$5.00 premium

**Every member of Longstreet's Corps is required to have liability insurance coverage.** A unit who elects to purchase their own liability coverage must pay **annual dues** to Longstreet's Corps in the amount of \$70.00 per unit and provide a **Certificate of Liability Insurance with Longstreet's Corps named as an additional insured,** to the Insurance Coordinator/Treasurer.

**Guest re-enactors** of a member Company must register using the insurance/dues application and pay the insurance fee (\$5.00). The fee and application should be sent to the Insurance Coordinator/ Treasurer prior to the event if at all possible. Otherwise fee can be paid to a designated person at the event. There will be no prorating of the fee amount.

**New members** joining the member companies throughout the year must pay the required insurance fee. The Company must submit an application listing their names, etc. and the required insurance fee. There is no prorating of the fee

amount. The application should be submitted to the Insurance Coordinator/Treasurer.

**Probationary Units** are required to pay the insurance fee in order to participate in the various events.

**Company Commanders or their alternates** are responsible to determine that all members and guest have paid insurance prior to participating in any event.

Any Company or individual that has not paid the required insurance fee will not be allowed to take the field in any event.

**DUES;** Every Member Company of Longstreet's Corps must pay annual dues in the amount of \$70.00.

All member Companies of Longstreet's Corps must purchase Longstreet's Corp liability Insurance for each of its individual members. An exception to this rule would be a member Company providing its own liability insurance and a certificate of insurance.

Note; **Companies obtaining their own liability insurance must pay dues and submit a roster of its members.**

Please note if a member leaves a company during the year there is no refund of the insurance or dues amount.

Each Company must submit their insurance/dues application (with the name of each Company member) and a check to the **Insurance Coordinator/Treasurer**. After recording, a copy will be sent to designated staff members to be used for verification at events. **Insurance/Dues applications (Rosters) and fees are required to be paid no later than February 15.**

**NOTE: Please send one check per company for dues and insurance. Checks must be made out to Longstreet's Corps.**

**Insurance Contact** ( E-mail [dianewingo@vcu.org](mailto:dianewingo@vcu.org), Phone 804-262-2796)

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