



Registered Student Organizations:

To work for Sodexo, your organization must provide a certificate of insurance naming the UC Regents, your organization and Sodexo as additional insureds using the following language prior to your first job:

Description of Operations:

“Sodexo, its subsidiaries and assigns are additional insureds.”

Certificate Holder:

“Sodexo, Risk Management Department, 9801 Washingtonian Blvd., Gaithersburg, MD 20878”

Fraternities and sororities with their own liability insurance must secure a certificate from their insurance company.¹

Sports Clubs must contact Ryan Walsh, Coordinator, Sports Clubs and he will work with you to get your certificate of insurance. His phone number is (530)752-5004 and his e-mail is: rjwalsh@ucdavis.edu.

All other registered student organizations without their own insurance must apply for coverage through the University’s program for student organizations, CampusConnexions (<http://ucd.marshcampusconnexions.com/>). Because you need to give Marsh special instructions, you will need to print, complete and fax the application rather than submitting it online.

1. Print and complete the attached application as follows:

- 1: Brief description of your organization (e.g., dance group, fraternity, service organization, etc.)
- 2: A date range should suffice (current day to the end of the calendar year). If not, contact Richard Kossak (richard.kossak@sodexo.com) or Michael Weaver (michael.weaver@sodexo.com) for specific dates.
- 3: UC Davis campus
- 4: Food concession workers for Sodexo University Dining Services at on-campus programs and activities
- 5: 1,000; Any athletic/sporting activities? NO
- 5b-f: Leave blank
- 6a: NO
- 6b-e: Leave blank
- 7: NO
- 8a: NO
- 8b-c: Leave blank
- 9: Amusements: NO
- Inflatables: NO
- Tents: YES; some events inside, others outside in tent set up by Sodexo
- 10: NO
- Insured Signature: President or Treasurer’s signature

2. Call Marsh at 866-838-9536 (8am-5pm Center, M-F)

- a. Tell Marsh you are submitting application per instructions from JoAnn Sullivan

- b. You need a certificate naming Sodexo, as well as the UC Regents and your organization, as additional insured with the following language:

Description of Operations:

“Sodexo, its subsidiaries and assigns are additional insureds.”

Certificate Holder:

“Sodexo, Risk Management Department, 9801 Washingtonian Blvd., Gaithersburg, MD 20878”

- c. Confirm that they will send a certificate to Sodexo at the address above, fax a copy to Sodexo at 530-752-5017 and email a certificate to you and to Sodexo (at Michael.Weaver@Sodexo.com) prior to the date of your first Sodexo job.

3. Fax the completed application to:

Marsh Customer Service Call Center

Fax: 515-365-3005

If needed, you can fax the application from Center for Student Involvement in 457 MU, 9am-4pm, M-F.

If you have the ability to scan the application, you can email it to: plsdsteam@marshpm.com.

You may also fax the 2nd page from these instructions along with your application to ensure the clarity of your instructions.

Contact Anne Myler in Center for Student Involvement at 530-752-7441 or armyler@ucdavis.edu if you have any questions or encounter any problems in processing the application with Marsh.

¹ Fraternities and Sororities: Your certificate must meet the following in addition to Sodexo requirements:

- Your registered student organization at UC Davis must be listed as the Insured or Additional Insured.
- The REGENTS OF THE UNIVERSITY OF CALIFORNIA must be listed as Additional Insured.
- The Insurer/Producer name and contact information must be on the certificate.
- The policy start and end date must encompass **the entire length** of the event.
- The policy must include General Liability coverage of at least \$1,000,000.
- The Certificate of Insurance must provide 30 days' advance written notice to the University of any modification, change, or cancellation of any component of the insurance coverage.