

4-H/Volunteer OR County Extension Association
Contract Approval/Certificate of Insurance Request Form
(Please allow 15 days for processing)

*Any paperwork that will be signed by a Volunteer or the President of the County Extension Association must be reviewed by The Wood Office Prior to signing.
(ie: Agreements, Applications, Use of Facility forms, Rules & Regulations, Leases, Contracts or Grant Proposals)*

Include the paperwork with this form.

Contracts can be faxed, emailed or mailed.

PW Wood & Son, Inc., PO Box 4798, Ithaca, NY 14852

Phone: 607-266-3303 Fax: 607-266-9663

email: karen@thewoodoffice.com, lisa@thewoodoffice.com, jamie@thewoodoffice.com

Party entering agreement:

4-H or Other Extension Volunteer _____ OR County Extension Association _____

Name of Group _____

Date: _____

County: _____ Extension Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Description of Event/Activity:

Date: _____ Location: _____

Description of event: _____

Co-sponsored with another organization? YES _____ NO _____ If yes, please attach certificate of insurance from that organization.

Do you need to provide a certificate of insurance? YES _____ NO _____

(If no one has specifically asked you for a certificate you do not need one) If yes, name and address of organization/person who specifically requested it.
