

THE NINETY-NINES, INC.

Standard Operating Procedures Insurance

All aviation insurance form requests should be made to Headquarters. There are three insurance forms:

- A flying event form
- A non-flying event form
- A report form for the event

Headquarters will mail the appropriate form to the member making the request.

The completed form, along with a check for \$125.00 per day for each flying event, should be returned to Headquarters. Non-flying events cost nothing.

Once Headquarters receives the appropriate form, the information is sent to The Insurance Center. When processed, a certificate of insurance is then sent to the member requesting insurance, with a second copy to Headquarters. A copy is retained at Headquarters with a copy of the original request.

The report form is sent to Headquarters at the conclusion of each event. This report is retained at Headquarters as well.

The 99s will waive the normal \$125/day insurance surcharge for 99s Chapters and Sections that sponsor and conduct flying events specifically to introduce participants to aviation by giving them aircraft rides as long as these events meet the following criteria:

- 1) The event is no longer than two days.
- 2) A 99s Chapter or Section must be the sole sponsor or a major sponsor of the event, and this sponsorship must be documented by 99s-produced literature, websites, etc. Insurance surcharge will not be waived if sponsorship or participation is by individual 99s members.
- 3) Insurance will apply only up to the limits of The 99s' aviation events policy. Any pre-approved increase in the policy limits will require appropriate reimbursement from the requesting Chapter or Section.
- 4) Insurance surcharge waivers must be requested through International Headquarters a minimum of three (3) weeks prior to the event. The documents required by item 2 (above) must be submitted with the waiver request.