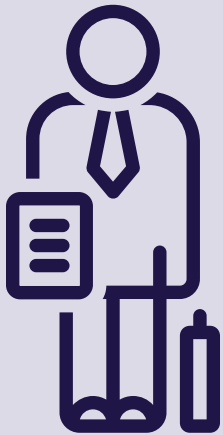


RULES OF THUMB: NONPROFIT INSURANCE



FIND A COMMERCIAL INSURANCE PLAN

- Shop around for commercial insurance plans. Coverage and price vary by company.
- Once in contact with an insurance broker/agent, ask questions about their insurance experience. Do they work with a lot of nonprofits? How long have they been in the industry? Look for a broker/agent you trust.
- Come prepared with a list of any business-related property and familiarize yourself with the overall operations of your organization. There may be some back-and-forth with the broker/agent during the quoting process.



KEEP YOUR INSURANCE AGENT IN THE LOOP

- Become comfortable reaching out to your insurance agent when significant changes are taking place in your organization.
- You may want to talk to your insurance agent when:
 - There have been substantial changes to the structure of a program or if entirely new programming has been introduced.
 - Introducing or changing HR procedures, including volunteer screening processes
 - revising organizational policies and bylaws.
 - Working with new types of vulnerable clients (e.g. if your organization normally works with youth, but introduces programming aimed at youth with physical disabilities).
 - Your organization's mission or vision has drastically changed.
 - Obtaining new business-related property.
- When reaching out to an existing insurance provider about changes in your organization, start by asking:
 - "Does this affect my current insurance coverage?"
 - "Do I need any additional insurance coverage?"
 - "Do I still need my existing insurance coverage?"