

#### **Insurance & Risk Management**

- Parish Festivals
- Certificate of Insurance
- Vehicle Best Safety Practices
- FY 2026 Insurance Billing
- Hurricane Season

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#### Festivals & Carnivals

#### **Insurance Musts**

Obtain Festival/Carnival Special Event Insurance

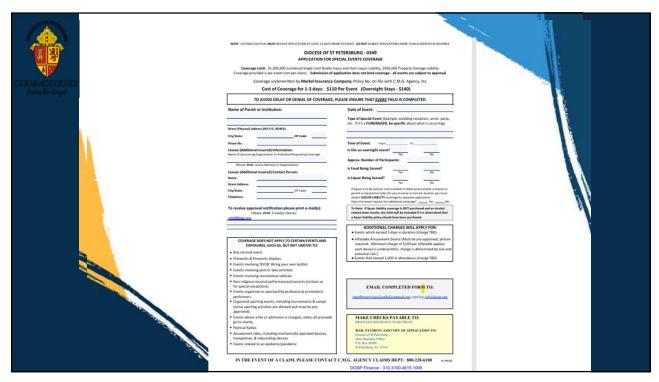
- Event itinerary
- Carnival Contract
- Carnival Vendor Certificate of Insurance

Liquor License – Needed if alcohol is sold.

Liquor Liability Summary

- No BYOB's under any circumstances.
- Those serving alcohol regardless if DOSP Employee or Volunteer must be approved by Pastor/Principal.
  They should understand their stewardship responsibilities.

\*Liquor cannot be linked to any donation or charge (including tickets) at the event.







# Request a Certificate of Insurance

Complete the Certificate of Insurance Request form.

Email the following directly to CMG

- · Request form
- Contract/Agreement from those requesting proof of insurance

Email directly to: <a href="mailto:memberservices@catholicmutual.org">memberservices@catholicmutual.org</a> copy <a href="mailto:vcb@dosp.org">vcb@dosp.org</a> on all CMG emails

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# Certificate of Insurance Needed From Vendors - Contractors

The following coverage must be listed and current on the Certificate of Insurance submitted.

- General Liability insurance (\$1million dollars)
- Workers Compensation or State Waiver
- Unemployment Insurance
- Professional Coverage Those who need this coverage include but is not limited to:

Attorneys • Accountants (errors and omissions) • All healthcare professionals (doctors, nurses, physical therapist, certified nursing assistants...etc.) • Architects • Mental Health Counselors



# **Vehicle Safety Best Practices**

Who Needs a Motor Vehicle Records (MVR) Check

- · All drivers who drive DOSP owned vehicles.
- Volunteer to drive passengers on behalf of the Diocese.

Safe Environment Processes MVR Checks

- Send the Name and PERSONAL email address of the volunteer/employee to: FINGERPRINTING@DOSP.ORG
- Include a copy of the person's current Insurance card.
- Allow 7-10 days for the report to return.

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### FY 2026 Insurance Billing

Billing statements available today.

All P & L premiums paid in full by June 1, 2025 will receive a 5% discount off totals listed on statements.

This applies P&L, Vehicle, Worker's Comp, and Reemployment billing.

To qualify for the discount, payment must be post dated by June 1, 2025.



#### Hurricane Season 2024

**Helene** - Flood damage in excess of 8 million dollars on 12 locations.

**Helen & Milton** - wind damaged totaled 7.5 million between the two storms.

The Diocese has subsidized over 1.7 million dollars in deductibles owed during the 2024 season.

Claims are still being processed. All entities should be submitting all repair estimates and contents estimates.

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#### **Hurricane Season 2025**

June 1st – November 30th

#### First things first.

- 1. Check in with your employees.
- Review Preparation Guide on the insurance page of the DOSP website. <a href="https://www.dosp.org/insurance/hurricane-season/">https://www.dosp.org/insurance/hurricane-season/</a>
- 3. Walk & start preparing your property.
- 4. Make sure email address & cell numbers for all employees are up to date in Paylocity.



#### **Hurricane Season 2025**

June 1st – November 30th

By the start of the season the Insurance Office will.

- 1. Provide a list of approved vendors with contact names and numbers.
- 2. On Thursday, May 22<sup>nd</sup> a test message will be sent to all regular full & part time employees through the Alert Media System.

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# **Insurance & Risk Management**

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