

# WISCONSIN FEDERATION OF MUSIC CLUBS

AUGUST 2017

## ATTACHED ARE...

### NFMC Liability Insurance Forms

A form you will need in order to contact Susan with your event data. All NFMC states use this general liability coverage insurance. *This is liability coverage only.* Insurance coverage is required

for any event, concert, festival, or recital that involves a music club or music club members.

A reminder – you, or your club, must be a member of the WFMC, junior, collegiate, senior or independent clubs.

## CHILD PROTECTION FORMS

Any coordinator of a festival or music club meeting, concert, recital or audition

event must sign the form, or anyone who is hosting a music club sponsored event. This may include you, or your club, as members of the WFMC. There are **no** exceptions as this is an insurance company requirement nationwide.

If you don't have your 2018 event dates set – don't panic as dates can be added later. You will be signing the Child

LIABILITY INSURANCE  
COVERAGE 2017-2018, TIME TO  
SUBMIT DATES, EVENTS,  
CONTACT NAMES, AND  
EMAILS TO OUR STATE  
CHAIR, SUSAN DANIELS.

Protection Forms to correspond to what you are insuring.

Deadlines are:

**August 1<sup>st</sup>** for events, September 1 – December 31, 2017

**November 15<sup>th</sup>** for events, January 1 – August 31, 2018.

## INSURANCE FOR ALL WFMC SPONSORED EVENTS IS A MUST

Insurance is required for any and all events you, or your club, sponsors so this newsletter is all about insurance *liability* coverage.

Read carefully in order to be prepared for your club year, concerts, auditions, festivals, recitals, and all other events your club hosts, presents, or sponsors.

You may submit multiple events and dates but you will need to make payments of \$17 per event to the WFMC Treasurer.

(Please allow the state insurance chair time to complete forms for the NFMC.)

## CHILD PROTECTION FORM AND BOOKLET

The Child Protection Form is also attached. A signed form is required by the insurance company for **each** event. (A 'member in charge' must sign as the responsible party for every event as the person who will inform others of the CPP (or *Child Protection Policy*.) A web link for the guide published by the CDC is below. This is only a reference, with some informative guidelines about protecting our children. This is intended for your review only.

[http://www.cdc.gov/violenceprevention/pdf/preventingchilds\\_eccualabuse-a.pdf](http://www.cdc.gov/violenceprevention/pdf/preventingchilds_eccualabuse-a.pdf)

## WFMC FESTIVAL AND FESTIVAL CUP LEADERS

Kathy Baumgart, WFMC Festival Chair can be contacted if you have questions about Federation Festival coverage. Your liability insurance fee is paid

by the WFMC. This fee waiver **only** applies to WFMC Federation Festivals. However, the Festival Chairman will need to sign a Child Protection Form.

## INSURANCE COVERAGE COSTS

Cost per event is \$17, if the event is registered after the deadline it is \$18 per event. Cost per event having consecutive days is \$20. An event on a single day but at multiple sites costs \$17 per site. The \$17 fee is per event of any kind, not just Festivals.

**Senior clubs take note – special events that you sponsor need to have insurance coverage.**

**Piano teachers take note – recitals and auditions need to have insurance too.**

## THIS WEEKS CHECKLIST:

Child Protection Form, signed, dated, event name stated and then scan to Susan.

Check sent to the WFMC Treasurer, Susan.

Information sent to Susan along with your check: event, date, name of venue, place

address, contact name and contact email for the event (i.e. college/university contact for a festival or church secretary for a recital) Sign and scan to Susan.

Susan will send the information to the NFMC. You must let her know if you need a certificate of insurance for your site or venue. These certificates are sent via national before the event and you will receive them from Susan. If you have not received a certificate within three weeks before your event, notify Susan. As hundreds of documents are going out nationwide, mistakes can be made. Our NFMC staff is awesome but this is a huge task so let Susan know if you have not received certificates in a timely manner. We are aware that universities must have certificates of insurance in most cases four weeks before the event.

## THANK YOU EVERYONE FOR YOUR COOPERATION!

**SUSAN DANIELS,  
WFMC TREASURER,  
EMAIL:  
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Compiled by Heidi, WFMC President, August News 2017