

Work Study Application Process

- Talk to the supervisor you would like to work with regarding the program.
- Have your supervisor sign the School & Employer Agreement and the 824 Maintaining Professional Adult Student Boundaries document.
- Obtain a copy of your employer's (outside LS only) company certificate of insurance.
- Have your parents sign the 824 Maintaining Professional Adult Student Boundaries document. (Copies of these documents can be found in Schoology under Guidance, Work Study)
- Complete the LS Work Study Application (google form - can be found on Schoology under Guidance, Work Study. You will be required to upload all forms above into the google doc).
- You will be notified when your application has been approved/denied.
- If approved, you will be required to complete a bi-weekly google form to log your hours. Your supervisor's approval is required for your hour submission to be considered complete. You will receive a google form link specific to you prior to the first week of work study. Be sure to read the Work Study policies and requirements listed in the Criteria for Inclusion, as adherence to the policies and rules will be your responsibility; failure to comply will result in the consequences also listed in the Criteria for Inclusion. *Applications submitted after the due date will not be approved unless prior approval from your assistant principal has been issued.*
- You will be added to a Schoology group where you will find important information and reminders. Please check the group regularly.



LAMPETER-STRASBURG HIGH SCHOOL
WORK STUDY PROGRAM
Criteria for Inclusion



The Work Study Program is designed to provide students with opportunities to investigate and explore career interests and to gain employment experience. The program is an extension of a student's educational experience, therefore, the principal and/or his/her designee must approve program participation. Students should choose Work Study during course selection. If a student's Work Study Program participation is approved, the student's guidance counselor will contact the student to acknowledge program approval and to discuss the courses to be dropped if it was not chosen during course selection. Additionally, program eligibility is predicated upon specific criteria that students must evidence for program consideration and must maintain for program continuation. Program participants will not be awarded credit or grades for Work Study Program participation, nor will participation count for the purpose of determining class rank.

The following criteria must be met for Work Study Program consideration:

1. There must be a readily apparent, **direct** connection between the student's career area of interest and the employment/volunteer experience.
 - a. The Work Study Program experience may be paid or voluntary, however, if the position is voluntary, hours accumulated cannot be submitted by the student to fulfill the Lampeter-Strasburg School District's community service requirement for graduation.
 - b. While the development of people skills, timeliness, etc. are important aspects of any employment/volunteer experience, these skills are considered general rather than specific to a particular career and will not be considered as evidence of a direct connection.
 - c. If a student's request for Work Study Program participation is denied due to the lack of a specific connection between the student's career area of interest and the employment/voluntary experience identified on the student's application, the student may reapply for consideration if he/she is able to identify an employment/voluntary experience that does evidence a specific connection. The student's new application must be submitted within the established submission timeframes for consideration. Changes to the student's career area of interest as part of the reapplication process will not be considered for Work Study Program participation.
 - d. The applications and all supporting documentation must be submitted on time for Work Study Program consideration.
 - i. Applications/reapplications for the first semester must be submitted no later than the last day of the previous school year.
 - ii. Applications/reapplications for the second semester must be submitted no later than one week (7 calendar days) prior to the start of winter break.
2. The student's transcript and/or schedule of courses must reflect the successful completion or scheduling of classes specifically connected to the student's career area of interest.
 - a. If the student's transcript and/or schedule of courses does not evidence the successful completion or scheduling of courses specific to the student's career area of interest, and related courses are available, the student will be recommended to complete the identified courses.
3. Must be a member of the senior class.
4. Must be on track for graduation:
 - a. Must have 20 credits prior to Semester 1 and 24 prior to Semester 2
 - b. Must have completed all Xello lessons prior to Semester 1
 - c. Must have half of the student's required community service hours completed prior to Semester 1 and all of the student's required hours of community service hours prior to Semester 2.
 - d. Must have a cumulative unweighted GPA of 2.5.
5. Must evidence proficiency on the Pennsylvania Keystone Exams or completed a Keystone Pathway prior to Semester 1.
6. Must evidence proficiency on the Pennsylvania Keystone Exams or completed Keystone Pathways.
7. No major or repeated violations of school rules.
8. No excessive unexcused/illegal absences or tardies.
9. Must prove employment status by submitting signed Employer/Supervisor forms bi-weekly.

DEADLINE FOR SUBMISSION IS 1 WEEK PRIOR TO THE END OF THE PREVIOUS SCHOOL YEAR FOR SEMESTER 1 AND 1 WEEK BEFORE WINTER BREAK FOR SEMESTER 2. Applications submitted after the due date will not be approved unless prior approval from your assistant principal has been issued.

- a. The student must be employed a minimum of 7.5 hours per week for each class period that they are scheduled for work-study.

Example 1: A student is scheduled for work-study during period 4. The student must work at his/her place of employment a minimum of 7.5 hours each week. [7.5 hours x 1 period = 7.5 hours]

Example 2: A student is scheduled for work-study during periods 3 & 4. The student must work at his/her place of employment a minimum of 15 hours each week. [7.5 hours x 2 periods = 15 hours]

- b. Only hours associated with employment/voluntary experiences specifically related to the student's career area of interest will be considered in the determination of the hourly requirements necessary for Work Study Program participation. Secondary employment/volunteer experiences that are unrelated to the student's career area of interest will not be considered.

The following criteria must be maintained during the Work Study Program experience:

1. Continue to meet established graduation requirements
2. No major or repeated violation of school rules
3. No excessive unexcused/illegal absences or tardies
4. Enrolled in a minimum of 2.0 credits in building during the Work Study Program
5. Must not be failing any current class (per the ineligibility list each Friday)
6. Verification of hours must be handed in bi-weekly by the assigned due date. If any hours are missed, the student must note on their form the justification for the missed hours.
7. If a student will be missing an entire Work Study period and school is in session, the student must report to the Guidance Office or Media Center for their assigned period/s.
8. Students who are participating in Work Study at LS must remain with their supervisor and are not permitted to leave the campus unless preapproved by the HS Principal. If the supervisor is out for the day, the student should report to the LSHS Media Center or Guidance Office for their schedule Work Study periods.
9. Must maintain employment status throughout program experience
 - a. Students who become unemployed for greater than two weeks may lose program participation approval. Any new employment/volunteer experience must meet all applicable program requirements and the student's continuation in the Work Study Program during the semester in progress is contingent upon the approval of the principal and/or his/her designee.
 - b. Termination or resignation from an approved employment/voluntary experience during the first semester will result in the withdrawal of approval for second semester Work Study Program participation.
10. Student may not work for themselves or a family member.
11. Multiple students may not work with the same supervisor at the same time.

Violation of the aforementioned criteria will result in the following:

1. Warning
2. Student will have a 1-week (5 day) suspension of their Work Study placement. The student will be REQUIRED to report to the Guidance Office or Media Center and remain there for the time they are scheduled for Work Study.
3. Program removal and placement in the guidance office or Media Center for the remainder of the semester in progress during scheduled Work Study Time. If a student was scheduled to participate in the Work Study Program both semesters, and the removal occurs during the first semester, the student will be required to select courses to create a full schedule for the second semester, a letter stating the violation and removal will be mailed home.

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824 Maintaining Professional Adult/Student Boundaries

This policy applies to district employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as adults. The term adults as used in this policy, does not include district students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral, and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules, and procedures.[1]

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious, or other outside organizations that include district students.

Definition:

For purposes of this policy, legitimate educational reasons include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's job duties.

Delegation of Responsibility

The Superintendent or designee shall annually inform students, parents/guardians, and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the district shall ensure that their employees who interact with students or are present on school grounds are informed of the provisions of this policy.[2]

Guidelines:

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Prohibited Conduct:

Romantic or Sexual Relationships:

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.[17][18]

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

- Sexual physical contact.
- Romantic flirtation, propositions, or sexual remarks.
- Sexual slurs, leering, epithets, sexual or derogatory comments.
- Personal comments about a student's body.
- Sexual jokes, notes, stories, drawings, gestures, or pictures.
- Spreading sexual or romantic rumors.

- Touching a student's body or clothes in a sexual or intimate way.
- Accepting massages or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
- Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
- Displaying or transmitting sexual objects, pictures, or depictions.

Social Interactions:

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

- Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
- Exchanging notes, emails, or other communications of a personal nature with a student.
- Giving personal gifts, cards, or letters to a student without written approval from the building principal.
- Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
- Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
- Taking a student out of class without a legitimate educational reason.
- Being alone with a student behind closed doors without a legitimate educational reason.
- Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
- Sending or accompanying a student on personal errands.
- Inviting a student to the adult's home.
- Going to a student's home without a legitimate educational reason.
- Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
- Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
- Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
- Telling a student personal secrets or sharing personal secrets with a student.
- For adults who are not guidance/counseling staff, psychologists, social workers, or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
- Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
- Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.[3][4]

Electronic Communications:

- For purposes of this policy, electronic communication shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.
- As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.
- Electronic communication with students shall be for legitimate educational reasons only.
- When available, district-provided email or other district-provided communication devices shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices shall be in accordance with district policies and procedures.[5]
- All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building

principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

- Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

Exceptions:

- An emergency situation or a legitimate educational reason may justify deviation from professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that s/he has maintained an appropriate relationship with the student.
- Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.
- There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships.

Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity. It is understood that many adults are involved in various other roles in the community through non district-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

Reporting Inappropriate or Suspicious Conduct:

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall immediately notify the Superintendent, principal or other administrator. All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.[6][7]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.[8][9]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.[6][7][8][9][10][11][12][13][14][15]

It is a violation of this policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.

Investigation:

Allegations of inappropriate conduct shall be promptly investigated in accordance with the procedures utilized for complaints of harassment.

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the reporter or any witnesses. If as the result of an investigation any individual, including the reported adult, the reporter, or a witness is found to have intentionally provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and district policies. Obstruction includes, but is not limited to, violation of "no contact" orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.

Disciplinary Action:

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.[16]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

Training:

The district shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The district, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

Legal:

- | | |
|-----------------------|---------------------------|
| 1. 24 P.S. 510 | 13. 22 PA Code 10.21 |
| 2. Pol. 818 | 14. 22 PA Code 10.22 |
| 3. Pol. 103 | 15. Pol. 805.1 |
| 4. Pol. 103.1 | 16. Pol. 317 |
| 5. Pol. 815 | 17. 18 Pa. C.S.A. 3124.2 |
| 6. 23 Pa. C.S.A. 6311 | 18. 24 P.S. 2070.9f |
| 7. Pol. 806 | 22 PA Code 235.1 et seq |
| 8. 24 P.S. 2070.9a | 24 P.S. 2070.1a et seq |
| 9. Pol. 317.1 | 23 Pa. C.S.A. 6301 et seq |
| 10. 24 P.S. 1302.1-A | |
| 11. 24 P.S. 1303-A | |
| 12. 22 PA Code 10.2 | |

To view the full list of Board Policies:
<https://go.boarddocs.com/pa/lamp/Board.nsf/Public?open&id=policies>

Name of Student: _____

Location of Work Study/Company: _____

I acknowledge receipt of the LS Student Interaction Policy (as listed in section 824 of the Lampeter-Strasburg School District Board policies) and agree to abide by the policies contained therein.

Signature of Supervisor

Date

Printed Name of Supervisor

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

LAMPETER-STRASBURG HIGH SCHOOL

Work Study Program
School & Employer Agreement

Student's Name: _____ Date: _____

The above named student has requested to participate in the Lampeter-Strasburg High School Work Study Program. The student has identified your organization as a source of employment for the program. As a participating organization you must agree to:

- Provide the student with an average of at least **7.5 hrs. per week for each credit traded at school. (i.e. 1 credit = 7.5 hours, 2 credits = 15 hrs).**
- Provide a safe, learning environment in which the student can work and learn
- Communicate the student's progress by completing and returning an evaluation form sent by the work study coordinator.
- Immediately notify the High School Guidance Office (717) 464-3311 ext. 2023 in the event that the student is no longer employed with your organization

The student is responsible for the following criteria, any violation of which will impact their schedule and or participation in the work study program.

- Continue to meet established graduation requirements
- No major or repeated violation of school rules
- No excessive unexcused/illegal absences or tardies
- Enrolled in a minimum of 2.0 credits during each semester of participation.
- Must be passing all of his /her classes as determined by the ineligibility list
- Must maintain employment status throughout program experience
- The student must provide bi-weekly confirmation of hours to the work study coordinator. This can be done by using a form provided in the guidance office or a copy of his/her paycheck stub.
- **Students are responsible for any class work missed during school delays and modified schedules.**

Violation of the above criteria will result in the following action:

- 1st violation - the student will receive a warning.
- 2nd violation - the student will not be allowed to leave for work study for one week.
- 3rd violation - program removal.

Any abuse of the work study program will jeopardize continued participation.

Should you have any questions or desire more information about the program, please contact Laura Hambleton, Work Study Coordinator, Lampeter-Strasburg High School, Lampeter, PA 17537. (717) 464-3311 ext. 2023.

Supervisor Signature _____ Date _____

Lampeter-Strasburg School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, age, sex, marital status or handicaps and disabilities in its activities, programs or employment practices as required by Title VI, Title IX and section 504.

For information regarding civil rights or grievance procedures and information regarding services, activities and facilities that are accessible to and usable by handicapped persons, contact Andrew Godfrey, Assistant Superintendent, Lampeter-Strasburg School District, Lampeter, PA 17537. (717) 464-3311 ext. 1003. Both the school and the work study employer agree to comply with the above statements.

DEADLINES

1 WEEK PRIOR TO THE END OF THE PREVIOUS SCHOOL YEAR IF YOU ARE APPLYING FOR SEMESTER I OR 1 WEEK PRIOR TO WINTER BREAK IF YOU ARE APPLYING FOR SEMESTER 2

LAMPETER-STRASBURG HIGH SCHOOL

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School & Employer Agreement

(SUPERVISOR COPY)

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME	[REDACTED]		
	PHONE (A/C, No, Ext)	[REDACTED]	FAX (A/C, No) [REDACTED]	
INSURED	E-MAIL ADDRESS	[REDACTED]		
	INSURER(S) AFFORDING COVERAGE			NAIC #
	INSURER A	[REDACTED]		[REDACTED]
	INSURER B			
	INSURER C			
	INSURER D			
	INSURER E			
	INSURER F			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE L MIT APPL ES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			[REDACTED]	[REDACTED]	[REDACTED]	EACH OCCURRENCE \$ [REDACTED] DAMAGE TO RENTED PREMISES (Ea occurrence) \$ [REDACTED] MED EXP (Any one person) \$ [REDACTED] PERSONAL & ADV INJURY \$ [REDACTED] GENERAL AGGREGATE \$ [REDACTED] PRODUCTS - COMP/OP AGG \$ [REDACTED] \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACC DENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

FOR INFORMATION PURPOSES ONLY

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

FIRST NAME LAST NAME

Address · Phone

[Email](#) · [LinkedIn Profile](#) · [Twitter/Blog/Portfolio](#)

To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

EXPERIENCE

DATES FROM – TO

JOB TITLE, COMPANY

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

DATES FROM – TO

JOB TITLE, COMPANY

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

EDUCATION

MONTH YEAR

DEGREE TITLE, SCHOOL

It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

MONTH YEAR

DEGREE TITLE, SCHOOL

It's okay to brag about your GPA, awards, and honors. Feel free to summarize your coursework too.

SKILLS

- List your strengths relevant for the role you're applying for
- List one of your strengths

- List one of your strengths
- List one of your strengths
- List one of your strengths

ACTIVITIES

Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include Leadership and volunteer experiences here. Or show off important extras like publications, certifications, languages and more.