



Navigating The PTA Insurance Process



The first day of school is right around the corner! Summer is a great opportunity to make sure all of your insurance paperwork has been completed.

In Harford County, the HCPS requires all PTAs be insured. Additionally, all PTA's need to request HCPS be included as additional insured on their certificate of insurance (COI). Without this information, you will not be able to use HCPS facilities for your meetings and events in the upcoming school year.

HCCPTA is here to help navigate you through this process! Steps and buttons are documented, below. If you need

additional assistance, you can [email us!](#)

If you're not sure whether your PTA's insurance for the 2025-2026 school year has been paid, contact AIM.

AIM Insurance Email

Make sure your additional insured addendum contains the required HCPS wording. All required information, to include the address, can be found in the "General Liability Additional Insured Request Form." This document can be downloaded from the HCCPTA Google Drive and can be emailed to AIM.

Download the "General Liability Additional Insured Request Form"

Send your PTA's completed certificate of insurance (COI) with the additional insured statement to HCPS.

Submit PTA COI to HCPS

After all of the above steps have been completed, you may begin to submit your use of facilities requests for the upcoming school year.

HCPS Use of Facilities Online Form

Thank you for volunteering!

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