



MIDWEST DIVISION CONFERENCE PROTOCOL

**Also, Reference Other MCL Planning Documents
Division Conference RFP, MCL Insurance, Conference Flyer Template**

Original format -04-1989

Revised - 11-1989

Revised - 11-1997

Revised - 10-2001

Revised - 10-2002 Wendell Webb

Revised - 04-2022 Joe Hughes

Administrative Procedure

Arranging and Conducting a Division Conference

Departments in the Division

IOWA, KANSAS, MINNESOTA, MISSOURI, NEBRASKA, NORTH DAKOTA, AND SOUTH DAKOTA

2021 NATIONAL BYLAWS

SECTION 625 – DUTIES OF NATIONAL BOARD OF TRUSTEE MEMBERS..... BL-15

e. National Vice Commandants of Divisions shall: (1) Be held accountable to the National Board of Trustees for the care and proper administration of their division; (2) Arrange for, convene and supervise not less than one (1) division conference each year for the purposes of (i) discussing division problems and (ii) planning and executing means and methods of strengthening and increasing the effectiveness of the Division.

The function of the Division is administratively only, and the following is not to be interpreted as a Division Bylaw.

The Midwest Division convenes two conferences in the twelve-month period between National Conventions. National Conventions are held during the month of August each year.

*The **Division** arranges for a Fall Conference in September or October following the August National Convention and a Spring Conference in April or early May following the National Mid-Winter Conference. Care must be taken in arranging a May Conference to avoid conflicting with states that hold their annual Department Convention that month.*

National Bylaws state: “each Department shall hold a convention each year between May 1 and July 15”.

In the past 25+ years, the Midwest Division Conferences have been held in all states in the Division. These 50+ conferences were hosted by 15+ Detachments. New Detachments are expressing a desire to host upcoming conferences. This is encouraging. There’s new blood and a sincere interest to promote the Marine Corps League. With growth in membership, it is understandable that for every upcoming conference there are new detachments inquiring about how they can host a future Midwest Division Conference.

To submit a proposal to host a conference, the Detachment will inform the Division Vice Commandant that there is a desire to host an upcoming conference. Proposals are submitted one year in advance. It is suggested that the Detachment seek the assistance of their city’s Chamber of Commerce / Convention and Visitor’s Bureau in preparing their proposal. The final selection of the upcoming conference site is determined by a vote of League and Auxiliary attending the conference at the time the formal presentation is made.

After selection has been made, that conference Host Detachment must then finalize plans for the upcoming year. The Detachment must confirm contract with the conference motel or hotel dates. Once you have confirmed the dates, you provide same to the Division Vice Commandant.

Your conference chairperson must work very closely with the Division Vice Commandant in extending invitations to national officers for the upcoming conference. It is suggested that the Host Detachment arrange with the Division Vice Commandant to extend invitations to national officers. It is further suggested that the invitations be given as soon as possible after the National Convention. As a rule, these invitations are accepted on a first come serve basis.

The Host Detachment should provide those attending the Division Conference (six months preceding the Conference they will host), a **“Welcome to Their City Package”**. Include handout information, lodging, facilities, the tourist type material. Again, use your Chamber / Convention and / or Visitor’s Bureau to assist your Detachment for preparing this package.

The Host Detachment must mail out conference material 90 to 120 days in advance of the upcoming conference. The mailing list should be made up of the following:

*Division Vice Commandant and Division Staff Officers (Assistant Vice Commandant, Aide-de-Camp, Adjutant, Sergeant at Arms): Department Commandants., Detachment Commandants., all past PNC’s and past Division Vice Commandants., all equally ranking auxiliary officers of the afore mentioned, and all newsletter editors. **The Division Vice Commandant and Division Auxiliary Vice President are charged with the responsibility to timely provide the Host Detachment with a current mailing list.***

To assist the Host Detachment in planning to invite National Officers, the following protocol is suggested:

1. It is proper that the invitations be in writing stating what expenses are being paid. If the invitation is verbal, as mentioned above, say at National Convention, a written invitation should follow to confirm same and should state the **Date, Time** and **Place** of the Division Conference. The officer invited should confirm or decline in writing.
2. The visiting officer should be provided a detailed itinerary of events in which he or she will be expected to participate. You may wish to include suggestions for appropriate dress, i.e., formal, casual, or special.
3. If the visiting officer is to be a principal speaker, he or she should be advised in advance of the time allocated and the topic desired if other than speaker's choice.
4. If appropriate, the News Media should be advised of the officer's visit and arrangements made for coverage, interviews, etc.
5. Plan and secure lodging, meeting rooms, hospitality room, local transportation, registration, insurance, and all scheduled meals. These costs are to be paid by the Host Detachment. (**See the Midwest Division RFP for Planning with the Hotel + the MCL Insurance documentation o the MCL Library**).
6. The invited guest shall be responsible for all expenses incurred from the city of origin to the site of the event.
7. Meet the invited officer at the point of arrival if traveling via commercial transportation, or at the place of lodging if traveling by private vehicle.
8. An aide should be assigned by the Host Detachment to assist the officer to ensure arrival at designated locations on time, and to arrange for introductions with other distinguished guests present.
9. It is suggested that the Host Detachment provide a fruit dish, i.e., **VIP Package**, to the visiting officer's room upon arrival. (These can be furnished by the motel/hotel.)
10. The officer's spouse or companion may be presented a corsage for the evening banquet.

The ability, with which the Host Detachment arranges the conference, provides hospitality, and handles events will be a major factor in determining whether those in attendance have enjoyed themselves and have profited from the experience.

We hope that this administrative procedure will help point out more sharply the Host Detachment's many responsibilities. You are in charge; you are responsible for making the conference a success. Do not arrange or conduct the conference in an **"off-the-Cuff"** careless manner – no detail: however small must be overlooked. A Conference Committee Chairperson is a must. It is suggested the Host Detachment/Chairperson critique the past couple conferences with these Detachments and put their suggestion to good use! Work committees should be appointed. Arrangements must be made. Hospitality room/bar/food, meeting rooms for League and Auxiliary sessions must be of adequate size.

Banquet – Head / Speaker's table set for National Officers and Division Officers, League and Auxiliary, Host Detachment Commandant Auxiliary President). **Place cards** are a must at the speaker's table. How many times have you seen those at the head table jockey for position (after all of the remaining guests at the banquet have been long seated and waiting for events to follow)? See that the room is in proper order, the ventilation good and lectern available. You may also need a microphone and AV screen, consult with the speaker for any other things needed by him / her.

A guest speaker for the banquet is optional. If National Officers are in attendance, particularly the National Commandant or National Auxiliary President, it is suggested that you allow these people to be heard. That is really what the conference is designed around. Let them tell their stories and deliver their message!

The Host Detachment Committee Chairperson must be in contact and work with the Division Vice Commandant regarding arrangements for conducting meetings. It must clearly be understood who has what responsibility for all meetings from the very opening session, including the banquet, memorial service and closing.

If this reference helps to provide a more efficiently organized conference, it will have served its purpose in a field where there is always an opportunity to improve.

MIDWEST DIVISION ADMINISTRATIVE PROCEDURE

ADDENDUM 10/05/2002

For use by the Host Detachment and Division Staff

This addendum is to expand upon the Administrative Procedure dates 11/97 and include additional customary styles of conducting a more effective run conference, that was not included at the earlier date.

There are numerous ways of handling the many different events that take place Friday through Sunday. It is intended that items covered in this addendum will answer many questions regarding the actual "goings on" of the Conference. In nearly all instances, the following comment/suggestions for "How to do it" for the event have been tried and proven to be successful, During the past 25 + years of holding Division Conferences.

FRIDAY'S EVENTS

Hotel Marquee "WELCOME MARINES"
Fly Marine Corps Flag (*Work with Hotel*)

Registration opens -----1300 – 1800

Alphabetical Listing of Guests Registered

Preprinted Name tags (Chamber of Commerce may help you with this)

Hospitality Bag for the Guests

Sale of Raffle Tickets for your fund raiser

Extra Programs of Conference Schedule

Several people should assist at the Registration Desk

Conference / Hotel Directory -----(Host Detachment Update Daily)

Breakfast - Room # & Time

Hospitality Room #

MCL & MCLA Joint Session Opening - Room # & Time / Dress Code

MCLA Break Out Meeting - Room # & Time / Dress Code

Memorial Service - Room # & Time / Dress Code

MODD Growl - Room # & Time

Auction Location - Room # & Time

Banquet - Room # & Time / Dress Code

Other items as needed

Hospitality Room - - -1400 Food & Drink Free to Registered Guests Adequately

Staffed - - Couple Bar tenders (Friday P.M. is a busy time) **Closes** prior to Auction
Reopens after Auction.

Auction - - Starting time 1900 (not later than 1930)

Use a Professional Auctioneer (*If at all possible, you should be able to get someone in your community to donate their service for this function*)

Have someone Clerk this that is familiar with auction practices Have Bidders sign in, using the number system

Use a Cash Box. - - \$100 in change

Best sale items / suggest Military, and USMC type memorabilia

Arrange sale items - - leave best for last. Etc.

Have plenty help for auctioneer (to deliver sold items to buyer) Cash Bar at Auction (this is provided by Hotel)

Note - - Auctions have been held at the League Conference for past 25 plus years. The proceeds from the auction of items donated by the Division. members are intended to offset the Hosts Hospitality room and Convention expenses, and you should make your Detachment some money. The Ultimate goal has always been to do whatever is necessary to keep the Registration fee as low as possible. Run it like a business.

SATURDAY EVENTS

Registration Desk Opens-----0730 - until opening ceremony starts.

Opening Ceremonies - - - - - 0800 or 0830

Joint Session of MCL & MCLA Conference

Head Table Guest seating arrangements- **coordinate** between Division Staff & Detachment Staff, **in advance** of opening ceremonies.

Detachment will provide Commandants, Sgt at Arms, & Chaplain.

Note - The Detachment. Chaplain will assist the Division Staff Officers for Chaplain Duties for the Remainder of the Conference.

Detachment Commandant opens the Conference - Follow ritual for meeting.

Have Detachment Charter, Flags, Bible etc. in the meeting room.

Detachment. Commandant introduces himself and (if appropriate) the Auxiliary Unit President welcomes guests on behalf of the Detachment and turns the meeting over to the Division Vice Commandant to welcome guests - makes introductions of all other League and Auxiliary members at the head table and National. Officers in attendance, plus appropriate present /past National and Division Vice Commandants. Division Vice Commandant asks the Division Auxiliary President to make like introductions and comments that she desires.

Note - At this time, should a National MCL and / or MCLA officer be present, a brief / comment may be appropriate. (This is not a time for a speech) Talk this over before-hand - remember a local community official may be waiting / scheduled to bring greetings / welcome to the conference.

Division Vice Commandant turns meeting back to **Detachment Commandant** for introductions of Mayor, or other City officials to bring Greetings to the Conference.

Detachment Commandant turns meeting back to Division Vice Commandant,

Division Vice Commandant conducts Business Affairs of the Joint Session - (selection of future Conference location etc.).

Note - optional - Visit with National Officers prior to meeting to determine if they wish to deliver their message at this session, at the regular business meeting, or if they have been asked to be the banquet speaker.

Division Vice Commandant recesses the Joint Meeting
Chaplain - Uncover - Closes Bible

Division Sgt. at Arms - Lead in Hand Salute to Colors and Declare Meeting in Recess.

Joint Memorial Service - - -

The **Division Vice Commandant & Auxiliary President** are in charge of the Ceremony. All Ceremonial details including a list of all deceased members will need to be finalized prior to the service. (Suggest the day before walkthrough) Division Officers will timely confer with the Chaplain, Bugler and Firing Detail Commander as to their individual part of the service. The Firing Detail Commander has complete charge of Color Guard and Firing Detail and will give all necessary commands to that detail.

The Ceremony should be held outside, weather permitting. The site should be of adequate size to allow for the Div. Formation. Prior to Ceremony, League and Aux. Members, spouse's and guests will position themselves in seven individual State Units, starting with Iowa alphabetically through South Dakota. (*Ceremonial Formation Diagram at end of this document*)

Division Officers in charge of the Ceremony and Chaplain will face the Division Formation. **Division Sgt. at Arms** stands left center front of the Division Formation. Dept. Comdt. or ranking officer stands center front of their respective Dept's.

Division Vice Commandant commands Division Sgt. at Arms to call the Division formation to attention.

Division Sgt. at Arms gives command and advises the Division Vice Commandant of the Division readiness.

Division Sgt. at Arms gives Command to the Div. Formation "At Ease/Rest".

Division Vice Commandant asks the Chaplain to begin the ceremony.

Chaplain takes position center front and performs his duties (*Prayers / Scriptures etc.*)

Names of each member who has passed away are read, at which time a member of the Auxiliary will come forward and place a flower on the Memorial Cross.

Chaplain ends the ceremony with Benediction.

Division Sgt. at Arms signals the Firing Detail Commander by hand salute to begin the three volleys, -returns to order, then faces the Division formation and gives **Command "Present Arms" - HAND SALUTE.**

Commander Firing Detail commands the party, fires three volleys and then present arms.

Bugler sounds taps immediately after the last volley.

Division Sgt. at Arms commands Division formation - to its normal position at the conclusion of taps by the order (TWO).

Division Vice Commandant commands the Division Sgt. at Arms to dismiss the Division formation.

Division Sgt. at Arms dismisses the Division formation.

(Optional) prior to dismissal the Sgt. at Arms may make necessary announcements.

Firing Detail will pick up the brass and the Detail should then quietly and ceremonially depart the area.

If a Firing Detail and Bugler are not available, those in charge should improvise and conduct the Ceremony with whatever means are available with Honor and Dignity.

MCL and MCLA members Return to their Separate Conference Meetings

MCL conference business meeting reconvenes --- 0930

Division Vice Commandant Calls Meeting Back in Session Division

Sgt. At Arms - Leads in Salute to Colors.

Chaplain - Reopen the Bible

Division Sgt. at Arms - Declares meeting duly reopened for conduct of official business.

Division Vice Commandant - “**Order of Business**” from Ritual.

At completion of business session – recess until the Banquet.

Chaplain - All uncover - Closes Bible.

Division Sgt. at Arms - Leads Salute to Colors & declares meeting in recess.

Hospitality Room Opens After Conference Business Meetings are in Recess, and will remain open until 1700 hours (approximately one hour prior to Cocktail hour reception in conjunction with Banquet)

Special meetings at call of Division Vice Commandant, MOY Society.

Afternoon events – MODD Growl 1400 – 1600 / Free time

Social Hour – 1800- 1900 / Cash Bar

Banquet - 1900 / Cash Bar

Head Table – MCL, Auxiliary and Guest Seating arrangements to be finalized by Division & Detachment Staff well in advance of the evening Banquet.

Work these details out concerning the room set-up, number of people, table size, serving time, Name place cards, center pieces etc. with Hotel Staff that are servicing the event.

* If a Grand Entrance is used, introductions of the MCL and MCLA officers are made in an ascending order of rank and ending with the National levels. *(As a courtesy, at each level, introduce Auxiliary Officers first).*

NOTE; Discretion should be used in introducing the Guest Speaker - a military / legislator / dignitary should be either first or last in the Grand entrance.

Detachment Commandant - Welcomes guests and announces the procedure in which the Banquet will be served.

Chaplain - Opens Bible - Gives Table Prayer

Division Vice Commandant - Introductions of Head Table Guests

Note - the Division Staff and Detachment Staff will need to coordinate the events of the evening well in advance of the actual banquet hour. If the banquet speaker is a National MCL or MCLA Officer, appropriate Division MCL or MCLA Officer will make the introductions. If the Speaker is provided by the Detachment the Detachment Commandant will make the introduction.

Speaker - Have a written speaker introduction resume the speaker has submitted.

Division Vice Commandant - Make appropriate remarks for the Conference - Awards will be presented - Other messages to the membership – “Good of the League” upcoming dates of locations of future conferences - asks the Division Auxiliary President for her appropriate remarks.

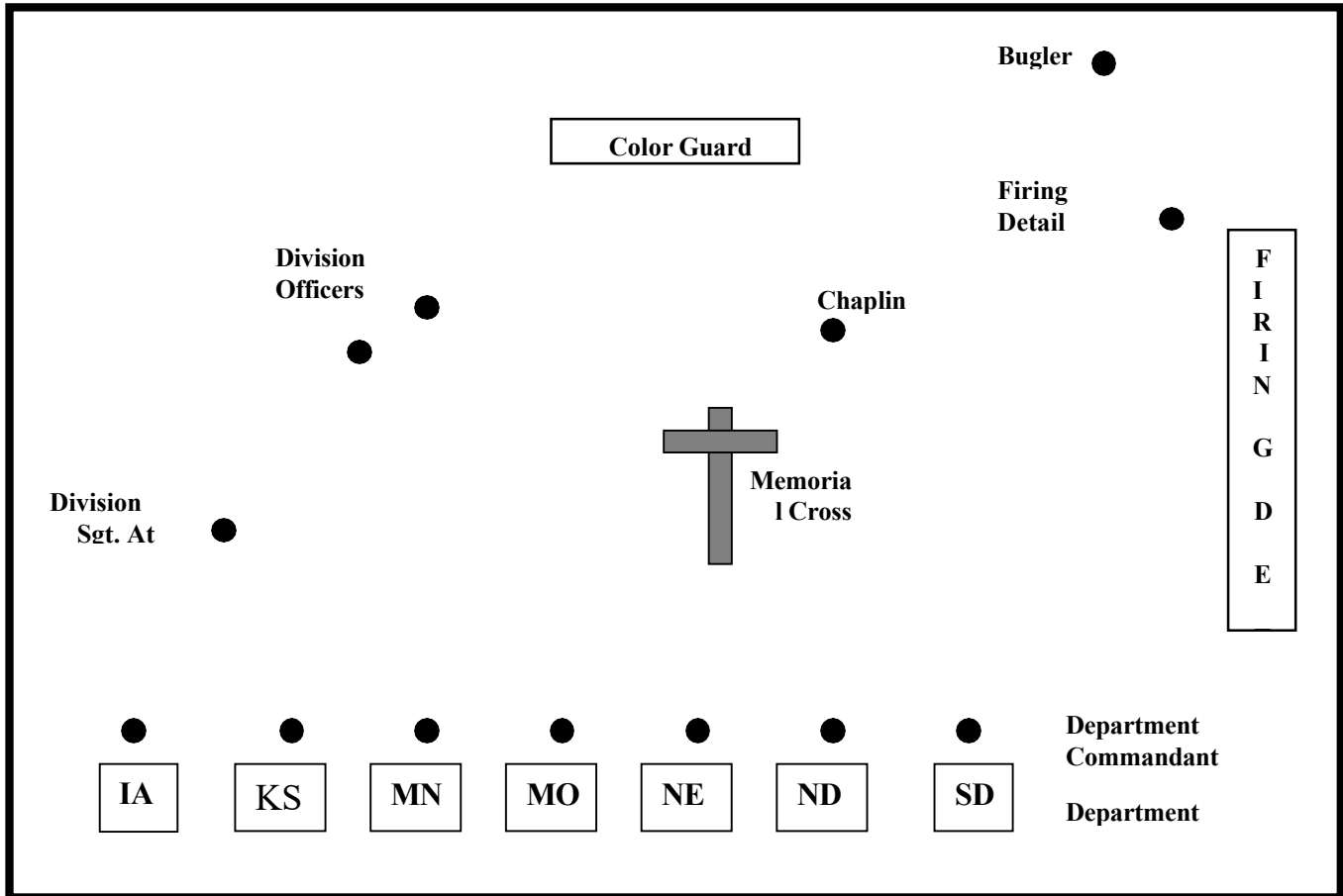
Turn the Meeting back to **Detachment Commandant** for raffle drawings - other fund-raising events, etc.

NOTE: Chaplain Closes Bible - prior to any awards from raffles or fund-raising functions.

Closing Ceremony / Follow ritual to close the Conference.

Hospitality Room Re-Opens after Banquet

Memorial Service Setup



RUST
Insurance Agency, LLC
1510 H Street, NW, 5th Floor
Washington, DC 20005
Tel: 202 776-5000
Fax: 202 776-5035

July 2021

Marine Corps League USE CURRENT ON MCL LIBRARY
Marine Corps League Auxiliary
Military Order of Devil Dogs and Devil Dog Fleas
Attn: Departments & Detachments

Re: Commercial General Liability Insurance
 Effective: July 1, 2021 to July 1, 2022

Dear Members:

We are pleased to enclose your Certificate of Insurance along with a Summary of Coverages.

The Certificate of Insurance should be retained in your files permanently. If you are required to provide evidence of insurance and/or add another party as an “Additional Insured”, please complete the *Special Event Questionnaire (Certificate of Insurance Request Form)* and return to Rust Insurance Agency. Alternatively, you can complete the questionnaire online at **RustMCL.com** (it’s not case sensitive) . Any contract that you sign should be reviewed for insurance requirement – adding an Additional Insured requires underwriting approval.

It is important that the exclusions and restrictions listed in the summary be noted. *If a planned event falls into any of these areas, please notify us immediately.* The policy also excludes any injury to participants in athletic events or other sports nature activities.

This insurance is designed to protect you against claims alleging negligence that cause injuries to third parties (persons other than members) – it does not cover suits brought against a member by another. This is not and was never intended to be an accident policy for the members.

Please take special note #6 of the Summary of Coverages regarding Coverage Territory.

Should you have any questions, please give us a call at **1-800-235-1889, ext. 5013**. It is always a pleasure to be of service.

Sincerely,

Billy

William P. Simons, IV
President
E-mail: wsimons@rustinsurance.com

WS4/smp
Enclosure
s

**MARINE CORPS LEAGUE, INC.
MARINE CORPS LEAGUE AUXILIARY, INC.
MILITARY ORDER OF DEVIL DOGS AND DEVIL DOG FLEAS
NATIONAL HEADQUARTERS, DEPARTMENTS AND DETACHMENTS**

SUMMARY OF COVERAGES

JULY 1, 2021 To JULY 1, 2022

COMMERCIAL GENERAL LIABILITY USE CURRENT FORM ON MCL LIBRARY

Travelers Insurance Company, Policy No.660918X5830

\$2,000,000. General Aggregate (Other than Products/Completed Operations)
\$2,000,000. Products/Completed Operations Aggregate Limit
\$1,000,000. Personal and Advertising Injury Limit
\$1,000,000. Each Occurrence Limit
\$ 500,000. Fire Damage Limit (any one fire)
\$ 5,000. Medical Expense Limit (any one person)

Including:

- Host Liquor Liability - Members & Volunteers as Additional Insured
- Convention/Meeting Liability - Temporary Landlord as Additional Insured

Excluding:

- Professional Liability - Sports/Athletic Contests or Exhibitions - Employment Related Practices
- Liquor Liability/Parades - Mechanically Operated Amusement Devices - Workers' Compensation
- Abuse or Molestation - Nuclear Energy/Pollution/Asbestos - Automobile Liability
- Contractual Liability - Bike-a-Thons/Fairs/Carnivals/Concerts/Guns - Water Activities

IMPORTANT: The Certificate of Insurance issued to you should be retained permanently in your files as evidence of your coverage. If you are required to provide evidence of insurance and/or add another party as "Additional Insured" in the policy, please complete the "Special Event Questionnaire/Certificate of Insurance Request Form" and return to Rust Insurance Agency. Any contracts you sign must be reviewed for their insurance requirement – adding an Additional Insured require underwriting approval.

NOTES:

1. The limit of liability is **shared** by all departments, detachments and the National Headquarters.
2. Medical Expense coverage does not extend to members and volunteers nor does Members and Volunteers as Additional Insureds covers bodily injury to these individuals.
3. Certificate of Insurance should be obtained from anyone providing services to you (caterers, bus charters, contractors and other professional service providers). **Request that the Marine Corps League is listed as an Additional Insured.**
4. **NO** business contents or property coverage is provided to the departments & detachments.
5. This is a summary of the coverages provided. The actual coverage descriptions, conditions, and exclusions are in the original policy on file at the National Headquarters.
6. **Coverage Territory: The United States of America (including its territories and possessions), Puerto Rico and Canada.**
7. **Events Automatically covered up to 150 attendees: Birthday Ball/Dinner Dances (1 per year per Detachment), Toys for Tots Collections, Member/Family Picnics, Selling food at ball games/stadiums, Golf Tournament (as long as the course is providing the alcohol), Art/Craft Shows, Fairs/Antique Shows, Casino Night/Wine Tasting and events near the water.**

The following require additional Underwriting to determine eligibility/charge from Travelers - Events that exceed 150 Attendees: Events where the MCL is serving alcohol to the public and Golf Tournament when MCL is providing alcohol.

EXCLUDED Events: MCL Sponsored Parades, Motorcycle Rides, Athletic Events (except for Golf Tournament) and events involving guns/firearms, ammunition, etc. used for demonstrations, competitions, exhibition, or display. We can procure other insurance for these events for \$175 minimum premium.

FOR QUESTIONS OR ASSISTANCE, PLEASE CONTACT:

RUST INSURANCE AGENCY, LLC
1510 H Street, NW, 5th Floor Washington, DC 20005
Attn: William P. Simons, IV
E-mail: billy@rustinsurance.com
Fax: (202) 776-5035
Tel: 202 776-5013
Toll Free: 1-800-235-1889, ext. 5013

**MARINE CORPS LEAGUE,
SPECIAL EVENT
QUESTIONNAIRE**

DEPARTMENT/DETACHMENT: **USE CURRENT FORM ON MCL LIBRARY**
MAILING ADDRESS: _____

CONTACT PERSON: _____ E-MAIL ADDRESS: _____ DAYTIME
PHONE #: _____ FAX NUMBER: _____

1. Describe Event: _____
(Meeting/Convention/Seminar, Booth, Reception, Picnic, etc.)
2. Are you the sponsor? If NO, name of main sponsor: _____
3. Date(s) of event: _____
4. Address of event: _____
5. Estimated attendees: _____
6. Admission to be _____
7. Will event be held _____
8. Have you conducted _____
9. Describe past claims _____
10. Describe security to be provided: _____
11. Describe first aid to be provided: _____
12. Will there be amusement rides or fireworks? _____
13. Will alcohol be served: _____
14. Are they complimentary or purchased by guests? _____
15. Are you serving the alcohol or contracting the service out? _____
16. If serving alcohol, what controls are in place to prevent over and underage drinking?
Describe any cooking to be done: _____
17. Describe any cooking to be done: _____
18. Does another party need a Certificate of Insurance other than what you already have? ____ If Yes, list name:
Name: _ Attn: Address: _____
Tel No: () _____ Fax: () _____
19. Does the other party require "ADDITIONAL INSURED" wording? _If YES, describe their interest:
(landlord, owner of premises, lessor, event sponsor, etc.) _____
20. Have you agreed to "HOLD HARMLESS" the other party? ____ *(attach a copy of your contract, permit, or agreement)*

DOWNLOAD CURRENT FORMS FROM MCL LIBRARY

Signed: _____ Date: _____

NOTES:

- ◆ If a contract, permit or agreement has been signed, please attach a copy for review.
- ◆ If possible, please allow four weeks for processing.
- ◆ **Events Automatically covered up to 150 attendees:** Birthday Ball/Dinner Dances (1 per year per Detachment), Toys for Tots Collections, Member/Family Picnics, Selling food at ball games/stadiums, Golf Tournament (as long as the course is providing the alcohol), Art/Craft Shows, Fairs/Antique Shows and events near the water.

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PLEASE RETURN COMPLETED QUESTIONNAIRE TO: RUST INSURANCE AGENCY, LLC
1510 H Street, NW,



MARICOR-01

SPRAK

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/13/2021

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).

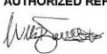
| | |
|--|--|
| PRODUCER Rust Insurance Agency, LLC 1510 H Street NW 5th Floor Washington, DC 20005 | CONTACT NAME: William Simons IV PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: wsimons@rustinsurance.com |
| | INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : The Travelers Indemnity Company of America 25666 INSURER B : Travelers Property Casualty Company of America 25674 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 | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIED PER: <input type="checkbox"/> POLICY <input type="checkbox"/> LOC <input type="checkbox"/> OTHER | | | 660918X5830 | 7/1/2021 | 7/1/2022 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCT SCHED/OP AGG \$ 2,000,000 |
| | | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$ |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | | CUP4752W660 | 7/1/2021 | 7/1/2022 | EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| | | | | | | | 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 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
CERTIFICATE HOLDER IS ADDITIONAL INSURED
 -Subject to policy terms, conditions and exclusion.

| | |
|--|---|
| CERTIFICATE HOLDER Marine Corps League; Marine Corps League Auxiliary; Military Order of Devil Dogs & Devil Dog Fleas Dept./Detachment: _____ Address: _____ | CANCELLATION 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  |
|--|---|

ACORD 25 (2016/03)

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REQUEST FOR PROPOSAL (RFP)

Is a business document that announces a project, describes it, and used to solicit bids from qualified contractors to complete it. Most organizations prefer to launch their projects using RFPs.

When using an RFP, the entity requesting the bids is responsible for evaluating the feasibility of the bids submitted, the financial health of the bidding companies, and each bidder's ability to undertake the project.

Request For Proposal, a detailed specification of goods or services required by an organization, sent to potential contractors or suppliers.

Use the Midwest Division Request For Proposal template in the Hotel bidding process.