

**AIS_INSURANCE
FALL_2010_REPORT**

Everything is working smoothly. Certificates of Insurance continue to be issued rapidly and without any problems and I am seeing a steady stream of Certificates come into my office, indicating they are being utilized by our affiliates.

Thanks to the assistance of John Jones, the method of requesting Certificates of Insurance has now been changed. There are now two ways one can request a certificate.

1. The original method which was by downloading the form, completing it and then faxing it to the broker.
2. Completing the form electronically and then sending it via email to the broker.

This last method was created specifically to assist those persons who do not have direct access to a fax machine.

Respectfully submitted,

Michelle Snyder
Insurance Chair