

TIPS FOR OUR BROKERS



Endorsement Requests:

Requests emailed to your Underwriter

- Name of the BOE or Charter School
- Coverage needed
- Effective date of endorsement
- Provide Property Change Form with all property change requests
- If added vehicle(s); provide year, make, model, VIN # and cost new (if adding a bus, provide # of passengers)

Certificate Requests:

Requests emailed to: certificates@njsig.org

Additional Insured:

- Name of the BOE or Charter School
- **Please ask if the insured is paying for this event, trip, or service? If so, why would NJSIG extend coverage?**
- Please include the reason/details why an Additional Insured clause is needed.
- Name of certificate holder and address
- Event dates (if any)

Loss Payee:

- Name of the BOE or Charter School
- Name of certificate holder and address
- Reason for certificate holder to be added
- Property/Vehicle description and value
- Amount(\$) of contract or lease and lease number
- Does contents limit need to be increased to reflect change?

Additional Insured/Leased Locations:

- An "Additional Insured Property Owner Questionnaire" must be completed and returned for building/leased locations

SDA (Construction Certs to State):

- Name of BOE or Charter School
- Information specific to the project(s), such as location, project number, start date and scope of work being done
- Estimated cost of the project(s)
- A copy of SDA contract as it pertains to the insurance requirements
- Certificates **AND** Endorsements from all parties working on the project(s) naming the district and the four State Entities as additional insured with respects to the project(s)
- Who currently provides Builder's Risk for the project(s)?

Underwriting:

Claire King (Manager)		cking@njsig.org
Shevon Bennett (Sr. Underwriter)	(A-F)	sbennett@njsig.org
Deena Bormann (Underwriter)	(G-O)	dbormann@njsig.org
Carol Conniff (Sr. Underwriter)	(P-Z)	cconniff@njsig.org
Erin Lovern (Sr. Customer Service Rep.)		elovern@njsig.org
Lindsay Brown (Certificates)	(A-G)	lbrown@njsig.org
Susan Cordwell (Certificates)	(H-O)	scordwell@njsig.org
Amber Fooder (Certificates)	(P-Z)	afooder@njsig.org
Leslie McMahon (Actuarial Analyst)		lcmahon@njsig.org

Client Relations:

Lauren Schilling (Manager)	lschilling@njsig.org
Ivy Davis (Sr. Business Development Spec.)	idavis@njsig.org
Joseph Semptimphelter (Sr. Business Development Spec.)	jsemptimphelter@njsig.org

Loss Control:

Joanne Gunter (Sr. Safety & Risk Control Coordinator)	jgunter@njsig.org
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Claims Questions:

Sherwin Archibald (Manager)	sarchibald@njsig.org
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Accounting:

Kathy Koehler (Manager)	kkoehler@njsig.org
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CONTACT US:

New Jersey Schools Insurance Group
6000 Midlantic Dr. – Suite 300 North
Mount Laurel, NJ 08054
Phone: (609) 386-6060
Fax: (609) 386-8877
www.njsig.org

MAIL PAYMENTS ONLY TO:

New Jersey Schools Insurance Group
P.O. Box 2512
Cherry Hill, NJ 08034-0209