



University “Special Events” Insurance Request Form

The Public Universities Risk Management & Insurance Trust (PURMIT) has an Accident Medical Insurance Policy which provides accident medical insurance and accidental death & dismemberment coverage to all registered participants of an Oregon Tech day camp, sports camp or clinic. This is commonly referred to as “Day Camp” insurance. Coverage is generally limited to medical expenses for accidental injury and accidental death and dismemberment coverage.

In order to have your camp/event covered, the requesting department must complete the following form and send it to the Office of Procurement, Contracts, and Risk Management at least 2 weeks prior to the start date.

1. Is this an event sponsored by the University? Yes: No:

2. Name of department sponsoring event: _____

3. Name, title and phone extension of person coordinating event: _____

4. Type of event: _____

5. Date of event: Start _____ End _____

6. Location of event: _____
(If on campus, provide the building name; if off campus, provide the building name and address or location)

7. Estimated number of participants: _____

8. Actual number of participants: _____
(Please follow-up with Risk Management when the event is over; the charge will be based on actual participants)

9. Index to bill: _____

Return this form to:

Mail:
Oregon Tech Risk Management
27500 SW Parkway Ave.
Wilsonville, OR 97070

E-mail:
riskmanagement@oit.edu