

**CHARTER AND PRIVATE SCHOOL  
WORKERS' COMPENSATION SUPPLEMENTAL APPLICATION**

Name of School: \_\_\_\_\_ Website Address: \_\_\_\_\_

Address: \_\_\_\_\_

Multiple Locations: Yes      No      If yes - different curriculum and/or grades, complete a supplemental application per location.

1. Charter or Private School? \_\_\_\_\_

2. Describe the school's emphasis / programs and/or Charter basis, such as science, music, art, etc.:  
\_\_\_\_\_  
\_\_\_\_\_

3. Unionized: Yes      No

4. Total number of students: \_\_\_\_\_ Grades: \_\_\_\_\_ through \_\_\_\_\_

5. New Venture: Yes      No

If yes:

a. Outline management's experience in the industry and/or startup operation:  
\_\_\_\_\_  
\_\_\_\_\_

b. Describe the hiring protocol, including but not limited to required skills and experience level:  
\_\_\_\_\_  
\_\_\_\_\_

6. Number of years in business: \_\_\_\_\_

7. Please complete the following:

Policy Period	Total Payroll	Premium	Losses
<b>Total</b>			

8. What is the school's funding sources?  
\_\_\_\_\_  
\_\_\_\_\_

9. Please complete the following:

	Class Code	Number of Employees	Annual Payroll
Teachers	8868 / 8875		
Administrative	8810 / 8875		
Food Service	9101 / 8875		
Security Guard Employees	9101 / 8875		
Maintenance	9101 / 8875		
Grounds-keepers	9101 / 8875		
Custodial / Janitorial	9101 / 8875		
Bus Operation	9101 / 8875		
<b>Total</b>			

10. Does the school have any off premises exposures, such as tutoring, home visits, on-line education? Yes No  
 If yes, provide details: \_\_\_\_\_  
 \_\_\_\_\_
11. Does the school have any non-traditional or specialized curriculum, such as performing arts, animal care, and camps?  
 Yes No  
 If yes, provide details:  
 \_\_\_\_\_  
 \_\_\_\_\_
12. Does the school have a sports program? Yes No  
 If yes, provide details:  
 \_\_\_\_\_  
 \_\_\_\_\_
13. Is the school affiliated with a religious organization? Yes No  
 a. Is the religious facility on the same grounds as the school? Yes No
14. Are there any security guards on the premises? Yes No  
 a. Armed? Yes No  
 b. Are these security personnel employees? Yes No  
 Please give details and reasons for security guards: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
15. Does the school have any before and/or after school programs? Yes No  
 If yes, provide details, including the hours of operation:  
 \_\_\_\_\_  
 \_\_\_\_\_
16. Does the school operate a day care/after care facility? Yes No  
 If yes, provide details, such as ages of children, hours of operation and the numbers of full-time and part-time staff:  
 \_\_\_\_\_  
 \_\_\_\_\_
17. Is the bussing / transporting of students, including but not limited to sporting events and field trips, handled by separate concerns? Yes No  
 a. If no - number of vehicles: Buses:\_\_\_\_\_ SUV/Vans:\_\_\_\_\_ Trucks:\_\_\_\_\_
- b. What is the frequency that transportation will be provided to sporting events, field trips, etc.?  
 \_\_\_\_\_  
 \_\_\_\_\_
18. Group transportation provided (3 or more employees in a vehicle)? Yes No  
 If yes, provide details:  
 \_\_\_\_\_  
 \_\_\_\_\_
19. Are DMV records checked at least annually for staff that has any driving responsibility? Yes No
20. Does the school perform their own maintenance, custodial and/or grounds-keeping? Yes No  
 If yes, provide details:  
 \_\_\_\_\_  
 \_\_\_\_\_
21. Does the insured prepare and/or serve food on campus? Yes No  
 a. Prepared / served by: # of Employees \_\_\_\_\_ # of Contractors \_\_\_\_\_

22. Is the school also a boarding school? Yes      No  
 a. Number of faculty that reside at the school: \_\_\_\_\_  
 b. For faculty living on campus, provide details (include number of employees and responsibilities, etc.):  
 \_\_\_\_\_  
 \_\_\_\_\_

23. Does the school have any overnight trips such as camping? Yes      No  
 If yes, provide details:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

24. Does the school have any out-of-state/out-of-country travel programs? Yes      No  
 Provide detailed information, such as states/countries to be visited, number of travels per year, number of staff involved, and average duration of each trip.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Purpose of the trip: \_\_\_\_\_

25. Are there any volunteers or donated labor? Yes      No  
 a. Does the school have a Volunteer Accident Policy? Yes      No  
 b. What type of activities or events do volunteers support?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

26. What types of programs and/or services are offered during the summer months, such as but not limited to day care/after care, summer school, sports and camp activities, as well as off premises activities.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

27. Benefits  
 a. Medical Insurance      Dental Plan      Sick Leave      Vacation      401K  
 b. What percentage of the employee's medical coverage is paid by the organization? \_\_\_\_\_  
 c. How many employees participate in group medical? \_\_\_\_\_  
 d. Are part-time employees eligible for any health benefits? Yes      No

28. Safety

a. New Employee Orientation Plan	Yes	No
b. Formal Written Safety Program	Yes	No
c. Safety Incentive Plan	Yes	No
d. Personal protective equipment provided and usage enforced	Yes	No
e. Documented accident investigation	Yes	No
f. Formal disciplinary procedure in place	Yes	No
g. Return to modified or light duty	Yes	No

29. How many independent contractors are used? \_\_\_\_\_  
 How many 1099 forms are issued to individuals? \_\_\_\_\_  
 How many 1099 forms are issued to companies/organizations? \_\_\_\_\_  
 If there are independent contractors, what kind of work do they perform? \_\_\_\_\_  
 Are independent contractors covered under a statutory Workers' Compensation Insurance policy and do they provide Certificates of Insurance? Yes      No

**Policy Specifications**  
 Non Participating Plan \_\_\_\_\_      Participating \_\_\_\_\_      Program \_\_\_\_\_      Program Name: \_\_\_\_\_  
 Commission % \_\_\_\_\_      Direct Bill \_\_\_\_\_      Agency Bill \_\_\_\_\_

Producer Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_