

(for additional events attach separate sheets)

Event Name	Date of Event	Location of Event	Certificate Required	Event Fee \$

TOTAL: _____

General Information:

- Be informed that NFMC members are purchasing Liability Insurance only. This provides coverage to a third party for bodily injury, or property damage that the entity causes.
- You must be a music club member in good standing with current dues paid to obtain insurance.
- A certificate verifying insurance coverage is issued only to an event venue that requests it. Make sure to check the box in the table above. Certificates will be sent to the State Liability Chair only.
- No requests will be processed without an accurate venue name, address, and date of an event. If your event is on a college campus, we need the exact address and building name for which building the event will be in.
- If an event requires a rider for an additionally insured entity, give the exact language required.
- Each state is required to have a State Participation Declaration letter on file at Headquarters. The State President must sign the letter each year for their state to be able to hold events.
- Deadline to submit requests: **August 15, 2026 for events September 1 – December 31, 2026**
December 15, 2026 for events January 1 – August 31, 2027

*Cost per event is \$30. Events registered after the designated deadlines will need to pay a late fee of \$10 per event.

*Cost per event having consecutive days is \$35. Events registered after the designated deadline will need to pay a late fee of \$10.

*An event on a single day but at multiple sites costs \$30 per site.

*Any changes requested after a certificate is issued will result in a \$5 change fee. If you need to change an event date and wait to inform NFMC Headquarters until the original date has passed, you will owe another full event fee. There is NO credit given in this situation.

What is needed from you: 1) this request form, 2) signed Child Protection Policy Form for each event 3) payment, (\$30 per event; \$35 for consecutive days; additional \$10 late fee if past deadline) Make checks payable to FFMC.

Send to Linda Blessing 1266 NW 129 Dr., Newberry, Florida 32669 musiclady.lb@gmail.com

Child Protection Policy

2026 - 2027

The National Federation of Music Clubs (NFMF) provides musicians performance opportunities and encourages musical growth in judged audition events. All states in our organization have been given copies of the guide: *Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures*, which is published by the Division of Violence Prevention of the CDC. In the NFMF publication JR 3-18, *Festival Procedure Manual*, it is plainly stated on page 8 that there must be a minimum of two (2) adults, who may be judges, be present at all times in the audition rooms. These two adults may not include the teacher or parent of the entrant. We take this policy extremely seriously and expect it to be enforced in all of our Federation Festivals across the country. (Also see page x, *Federation Festival Bulletin*, Festivals Area Chair/Admin Responsibilities.)

We expect our volunteers to document and report any suspected incidents of abuse to our National Headquarters, where our paid employees are trained in a response strategy if an allegation of sexual abuse is made.

Each state in our organization must have a state liability chair, this person is responsible for distributing the above-mentioned policy guide from the CDC to every club in their state. This guide is for informational purposes only. However, this guide should be reviewed **prior** to submitting your request for insurance. The NFMF encourages you to distribute the guide to all volunteers before an event in a printed format, or follow this online link:

<https://www.nfmc-music.org/wp-content/uploads/2023/11/PreventingChildSexualAbuse-a-1.pdf>

The information below must be filled out and signed before any insurance requests will be processed. This form must be returned with your liability request form, and with the payment(s).

A signature is required only to ensure all members are aware of our policy and procedures, and to document that NFMF, and its members, are aware of the potential exposures involving children, and the need for proper policies and procedures.

Event Date _____

Event Name _____

Event Contact Name _____

Event Contact Email _____

Event Contact Signature _____

Send to:

Linda Blessing

1266 NW 129 Drive

Newberry, FL 32669