

Guidelines for Adding Affiliated Organizations to Schedule A

A MUSIC member may, at any time during the year, make a request for an organization affiliated with the member to be added as an insured under the following guidelines:

1. The affiliated organization must exist solely for the benefit of the school or college and/or its students, employees or volunteers.
2. The affiliated organization's mission must be consistent with the mission of the member's school/governing board.
3. The affiliated organization must be a separate legal entity
4. The affiliated organization must be not-for-profit.
5. The affiliated organization must have its own governing board and at least one of the member's senior administrators or board members must sit on the affiliate's board.
6. The request to add the affiliated organization must come from the school/governing board of the member.
7. The affiliated organization's status as an insured under MUSIC will flow through the member and any additional payroll, property values or buses will be added to the member's data and additional assessments made on the member.

Organizations Not Necessary to Add Separately:

Not-for-profit organizations over which the member's school/governing board exerts effective control (i.e. funds flow through member's financials and the activities are school-sponsored)

Examples of Eligible Organizations:

Foundations
Building Corporations

Examples of Organizations Not Eligible for Schedule A Treatment:

PTO's
Booster Clubs