

Beck, Jeane

From: Gaffino, Sue
Sent: Thursday, July 11, 2013 9:30 AM
To: Beck, Jeane; Krug, Constance; Lopez, Rosalinda; Windett, Shelly
Subject: FW: Solicitation Request for Girl Scouts of Greater Chicago and Northwest Indiana

Will you be able to follow-up on this email?

Thank you.

From: Linda Miller [mailto:LMiller@girlscoutsgcnwi.org]
Sent: Wednesday, July 10, 2013 3:28 PM
To: cityclerk@aurora-il.org
Subject: Solicitation Request for Girl Scouts of Greater Chicago and Northwest Indiana

July 10, 2013

Rachel Pruneda, Acting City Clerk
City of Aurora
44 E. Downer Pl.
Aurora, IL 60507

M
7/19/13

We'd like to begin with a hardy Thank You for all of the support you have given to our 70,000+ Girl Scouts and our council during the past year (and in most cases, the past year^s!) Whether you gave us permission to be in your community, and/or purchased a box of cookies and/or supported our fall product program, please know that YOU made a difference!

Yet another year has flown by and here we are again reaching out to you...our Community Friends!

As you probably are already aware, our Council has two Product Programs per year that we host:

- Our **Fall Product Program** (with order taking starting at the beginning of October 2013 /delivery before Thanksgiving) gives our girls the opportunity to earn start-up money for their troops.
- Our **Cookie Sale** (with order taking in the month of January 2014, delivery of those pre-orders in February and cookie booths from February-May) strengthens the girls' 5 Skills for Daily Life which are:
 - ✓ Goal Setting
 - ✓ Decision Making
 - ✓ Money Management
 - ✓ People Skills
 - ✓ Business Ethics

Most Girl Scouts participate in our Fall Product Program by asking family and friends for support but there are troops who host a booth sale in a local business and still some who sell door to door. During our Cookie Program, our girls do much the same but participation is much higher which I'm sure you can attest to as you see Girl Scouts ringing your doorbell, in front of your favorite Church, store or at a neighborhood meeting.

If your community requires us to apply for a permit, please see the attached Fall Product and Cookie detail sheet. If that is sufficient information to process our request on behalf of our Girl Scouts, please simply check the box at the base of this letter and fax (219-795-1224) or scan (lmiller@girlscoutsgcnwi.org) it back to Linda Miller. Linda is our point person on this project.

If more information is needed before processing our permit request, please send the forms to Linda and we'll be sure to fill them out and get them back to you right away.

We are the largest council in the country and because we have 70,000+ Girl Scouts, distribution of badges to individuals is not possible; however, your permit or letter of approval (in a PDF format) can be e-mailed to each girl and troop efficiently from our office.

If you require a Certificate of Insurance, an updated Certificate of Insurance is automatically sent to you directly from our insurance agent on or about January 1st of each year. If you do not have it in your files, please let us know by checking below and we'll be sure to get that to you as well.

If you have questions or need additional information, please don't hesitate to e-mail or call Linda Miller at lmiller@girlscoutsgcnwi.org / 855-456-8347 ext.1948 or email or call Susan Rakis at srakis@girlscoutsgcnwi.org / 855-456-8347 ext. 2309.

Thank you for being there for our girls as we begin our 102nd year of making a difference!

Most Sincerely,

Jennifer Fredericks



Please check the appropriate box(es) below and return to the email or fax number listed above:

The attached information is sufficient and your request is approved as submitted

I need a copy of the Girl Scouts Certificate of Insurance.

Please complete and return the enclosed application

We also require the following documents (please list below)

**APPLICATION FOR NON-COMMERCIAL SOLICITATION
Not for Profit Organization**

Name of Organization: Girl Scouts of Greater Chicago and Northwest Indiana
Corporate Address: 20 S. Clark, Suite 200, Chicago, IL 60603

Main Contact: Jennifer Fredericks, Vice President, Product Program
P: 855-456-8347ext1965 F: 219-795-1224
E: jfredericks@girlscoutsgcnwi.org

Note: The person in charge named above is requesting permission and is responsible for the entire jurisdiction of the council. You should not receive requests from local constituents.

Person to contact for additional information: **Linda Miller**
P: 855-456-8347ext.1948 F: 219-795-1224
E: lmiller@girlscoutsgcnwi.org

Non-Commercial Solicitation Purpose: Annual Girl Scout Fall Product and Cookie Programs

Program Dates: **Fall Product:**
Order Card Sales: October 1-25, 2013
Delivery: November 14-17, 2013

Cookie Program:
Order Card Sales: January 1-25, 2014 (Girl Scout Communities decide on collection of payment at time of order or time of delivery.)
Delivery of Order Card Sales: Starting February 8, 2014

Arrangements and permission for cookie booths are made directly with local merchants and take place between February 3, 2014 and May 1, 2014. Product is sold and paid for at the sale site.

Hours of solicitation As described by ordinance code

Description of Vehicles used in solicitation: None as of this request

Last date of previous requests: October 2012-March 2013

Has the permit ever been revoked? If yes, when. No

Has anyone listed on this application ever been convicted of a commission of a felony under the laws of the State of Illinois or any other state or Federal law of the United States? If yes, when. No

TD11.009

RECOMMENDATION AND FINAL ACTION

**TO: JIM HARTMAN, STREET DEPARTMENT
TRAFFIC DIVISION, A.P.D.
DEPUTY CHIEF J. LEHMAN, FIRE DEPARTMENT
MAYOR'S OFFICE**

FROM: GOVERNMENT OPERATIONS COMMITTEE

The Government Operations Committee at their Meeting Tuesday, August 9, 2011
APPROVED – DENIED.
(CIRCLE ONE)

**The Request of: Jennifer Fredericks, Vice President, Product Programs
Girl Scouts of Greater Chicago & NW Indiana
20 S Clark, Suite 200,
Chicago, IL 60603**

**For: Request by the Girl Scouts of Greater Chicago to participate in the Fall
Product Program, October, 2011; Annual Cookie Sale Program,
January, 2012. Delivery of Order Card Sales February 2012**

**The Vote: 3-0
Alderman Hart-Burns, Excused Absent**

Submitted by: Alderman Scheketa Hart-Burns, Chairman

Alderman Juany Garza

Alderman Allan Lewandowski

Alderman Lynda Elmore, Acting Chairman

Dated this 10th Day of August, 2011

Windett, Shelly

From: Linda Miller <LMiller@girlscoutsgcnwi.org>
Sent: Friday, July 12, 2013 2:27 PM
To: Beck, Jeane
Cc: Windett, Shelly
Subject: RE: Solicitation Request for Girl Scouts of Greater Chicago and Northwest Indiana

Hi Jeane,
I put in a request for the COI. I'll email it to you as soon as I receive it.

Thank you
Linda



Linda Miller
Product Program Assistant
Girl Scouts of Greater Chicago
and Northwest Indiana
Lmiller@girlscoutsgcnwi.org
T 219-472-1948
F 219-795-1224
www.girlscoutsgcnwi.org
www.WorldsStrongestGirl.org



From: Beck, Jeane [mailto:JBeck@aurora-il.org]
Sent: Thursday, July 11, 2013 10:27 AM
To: Linda Miller
Cc: Windett, Shelly
Subject: FW: Solicitation Request for Girl Scouts of Greater Chicago and Northwest Indiana

Hi Linda;
If you could send a certificate of insurance to our office (Aldermen's Office) that would be great...we can attach to your paperwork for the meeting. Also if you could attend or send someone from your division that would be great too. The meeting I am placing your request on is for Tuesday, July 23, 2013 the location is the Aldermen's Office 60 E Downer Place Aurora IL 60505 in our meeting room at 4:30 pm.

If you have any other questions please don't hesitate to contact us.

Windett, Shelly

From: Linda Miller <LMiller@girlscoutsgcnwi.org>
Sent: Monday, July 22, 2013 3:07 PM
To: Windett, Shelly
Subject: RE: Solicitation Request for Girl Scouts of Greater Chicago and Northwest Indiana

Hi Shelly,
I emailed our accounting associate again hoping I can have it for you by 4:00 for the meeting tonight. If I get it I'll forward it directly to you.

Thanks!
Linda



Linda Miller
Product Program Assistant
Girl Scouts of Greater Chicago
and Northwest Indiana
Lmiller@girlscoutsgcnwi.org
T 219-472-1948
F 219-795-1224
www.girlscoutsgcnwi.org
www.WorldsStrongestGirl.org



From: Windett, Shelly [mailto:SWindett@aurora-il.org]
Sent: Monday, July 22, 2013 2:10 PM
To: Linda Miller
Subject: RE: Solicitation Request for Girl Scouts of Greater Chicago and Northwest Indiana

Hi Linda,

As yet, we have not received a copy of your Certificate of Insurance. Were you planning on bringing it to the meeting tonight? Otherwise you can email it to me. It would be best if we had it for the meeting. The Aldermen will be looking for it.

Thanks,

Shelly Windett
Administrative Aide
City of Aurora
Aldermen's Office
60 East Downer Place
Aurora, IL 60505
630-256-3020

From: Linda Miller [<mailto:LMiller@girlscoutsgcnwi.org>]
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Jeane Beck
Aldermen's Office
630-256-3020
630-256-3059 fax #

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/23/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Myers-Briggs & Co, Inc. 300 S. Wacker Drive Suite 1000 Chicago IL 60606		CONTACT NAME: Joanna Tatarczany PHONE (A/C No. Ext): (312) 263-3215 FAX (A/C No.): (312) 263-0979 E-MAIL ADDRESS: jtatarczany@myersbriggs.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Great American Insurance Co. NAIC # 16691	
		INSURER B: Travelers Property Casualty Co. 25674	
		INSURER C: Hartford Fire Insurance Co 19682	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL1362817656 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			PAC6145656	7/1/2013	7/1/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> Teacher's Liability						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> Social Work/Counsel						GENERAL AGGREGATE \$ 3,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							PRODUCTS - COMP/OP AGG \$ 3,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						Teacher's Liability \$ 1,000,000
A	AUTOMOBILE LIABILITY			CAP6145657	7/1/2013	7/1/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS		<input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS				BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS		<input checked="" type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> Coll Ded \$1K		<input checked="" type="checkbox"/> Comp Ded \$1K				PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB		<input checked="" type="checkbox"/> OCCUR	UMB6145658	7/1/2013	7/1/2014	EACH OCCURRENCE \$ 25,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB		<input type="checkbox"/> CLAIMS-MADE	EXX6145659	7/1/2013	7/1/2014	AGGREGATE \$ 25,000,000
	<input type="checkbox"/> DED	<input checked="" type="checkbox"/> RETENTION \$ 10,000		EXX8234079	7/1/2013	7/1/2014	\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			6JUB-5B46293-0-13	7/1/2013	7/1/2014	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
C	Crime			83BDDFC3365	7/1/2013	7/1/2014	Ee Theft \$ 500,000
A	Sexual Abuse			PAC6145656	7/1/2013	7/1/2014	Sexual Abuse \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Girl Scouts of Greater Chicago and Northwest Indiana Inc. is a Non Profit Organization.

Certificate Holder is recognized as Additional Insured regarding General Liability for Girl Scouts activities.

CERTIFICATE HOLDER City of Aurora 44 E. Downer Place Aurora, IL 60507	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE William Kamm/JT <i>William G. Kamm</i>
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