

Form 64A, Instructions for form 64
By Craig Hoffiness

(method of getting the needed document is explained at the bottom of this form)

If you do NOT use an independent contractor caterer for the meals at your **meetings, events, BBQs or picnics**, just fill out the form 63, include your signature, branch #, and name and send it or email it to Craig Hoffines **and your Area Representative**. If you use an independent caterer for your meetings, events, BBQs or Picnics, ask them to sign the form 64 that is for your Branch. In addition, the caterer will need to obtain a "Certificate Of Liability Insurance" from their insurance agent or broker naming THE SIR ENTITIES as printed in the form 64, as additional insureds. Take and or keep a copy for yourself, and send and or email a copy to me. Please follow up and complete this within the next 30 days. I cannot understate the importance of this for SIR. If you have questions, or if your caterer does not currently have insurance, please call me or Angelo Coero. Thank you.

Craig Hoffines
SIR State Insurance Chairman
2505 Polar Star St, Rocklin, CA 95677
916-624-0113
CFINES@ATT.NET

Angelo Coero
SIR State Insurance Committee
2272 Devonport Loop, Roseville, CA 95747-8831
916- 472-6650
ANGJAN@SBCGLOBAL.NET

How to get your specific Branch's insurance document:

Got to Sirinc.org,
Find "Forms" and click on that name. A new menu comes up.
Find and Click on Form 64. You will be given some choices to continue...
Left-Click the PDF selection... The file should open to all 90 branches.

Scroll down to find your branch... They are in numerical order... left-Click anywhere on that page.
Note the page number that the PDF program says you are "on". It is at the upper left.
Select the print option in the PDF program.
Select the "Pages to Print" box.
Enter the number you wrote down 3 steps ago. Note the screen will change to that page.
Click on Print to engage the printing.
Inspect you printed page to make sure you have printed the whole page for your branch.
You are done.
You mail this page to your luncheon provider. He fills it out and returns it (original, copy or scanned) to you.

If you need to change the Branch Contact, there is an additional form **Form64Template** that allows you to type in the Branch information and the Branch contact. The upper section must read precisely as to what you have on your printout of the Form64 for your branch. The lower text box of these two is where you insert you contact address.