**TEMPLATE: Verification of 4-H Shooting Sports Equipment Kept on a 4-H Volunteer’s Property**

***Purpose of this letter***: *to inform Purdue Extension and Indiana 4-H of equipment, supplies, etc. belonging to the 4-H Shooting Sports program that is housed in a 4-H Volunteer’s home. The letter details the specifics of the items that are in the volunteer’s possession and verification that the volunteer’s insurance company knows these items are kept on the volunteer’s property. This letter should be updated at least annually, and any time there is a change in the list of items stored on the volunteer’s property.*

DATE

To Whom It May Concern,

I, NAME OF VOLUNTEER, of ADDRESS, CITY, STATE, ZIP, have possession of the following equipment for the 4-H Shooting Sports program in NAME County:

(ADD/DELETE LINES AS NEEDED)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Type of equipment | Serial Number | Description/Quantity |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

My homeowner’s insurance company, NAME OF INSURANCE COMPANY, is aware that the 4-H Shooting Sports items are stored on my property. Should there be a loss or theft of the 4-H Shooting Sports items stored on my property, my homeowner’s insurance policy would potentially be responsible for covering the loss.

Sincerely,

NAME

4-H Shooting Sports Volunteer Instructor