

Lost Materials Instructions

- **Person(s) eligible:**
 - Current CEA member(s)
- **Items that will be replaced:**
 - A teacher's personal classroom materials/equipment lost from the worksite
- **Losses that will be covered:**
 - Losses due to fire
 - Losses due to natural disaster
 - Losses due to vandalism
 - Losses due to a known theft which is reported to the police
- **Losses that are not covered:**
 - Loss of money, personal property (i.e., credit cards, jewelry, cell phones)
 - Loss of school-owned materials (i.e., PTA, school club)
- **Requirements of a loss claim:**
 - Submission of the application within 60 days of the loss
 - Itemization of each lost material, including purchase date and sales receipts of said item(s), if available
- **Exclusions and limits to losses:**
 - Personal losses covered by school, Workers' Compensation or Professional Liability insurance coverages
 - Personal losses covered by the member's insurance will be covered to the limit of their deductible or \$100, whichever is less
 - For uninsured losses, maximum amount collectible is \$100 per person per school year
- **Approval of loss payments**
 - The CEA Board of Governors

Lost Materials Application

(for loss of personal classroom materials/equipment)

1. Name _____
2. Building/unit _____
3. Home phone _____ Cell phone _____
4. Are you currently a CEA member? yes no
5. Was the loss your own personal classroom materials/equipment and not school-owned property? yes no
Did the loss occur on school property? yes no
6. Loss was due to: (Circle the letter of appropriate response.)
 - A. Fire
 - B. Natural disaster
 - C. Vandalism
 - D. Known theft reported to the policeAttach a copy of the police report and provide the police report number:

7. Can your loss be covered by your school, Workers' Compensation, your professional liability policy or your insurance? _____
(Note: Personal losses covered by your own insurance company will be covered to the limit of the deductible or \$100, whichever is less.)
8. Date of loss (Submission of claim must be within 60 days of the loss.) _____
9. Describe the personal classroom materials/equipment lost and give the approximate cost of each:

10. Date of purchase of item(s): _____
(attach sales receipts, if available)

Note: The maximum amount you can collect is \$100 per school year.

Signature: _____ Date: _____

Mail completed application to the CEA office (Rt. #1) or fax it to (614) 253-5052.