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 $200, 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 police
   Attach 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 $200 per school year.

    Signature: _______________________________________ Date: ___________________________

    Mail completed application to the CEA office (Rt. #2) or fax it to (614) 253-0465.