

University Baptist Church
Policies, Procedures and Guidelines Manual

Insurance Carrier Notification

A. Concurrent Reporting Information

1. Any accidents which result in personal injury or property damage and any claims made of personal injury or property damage should be promptly reported to our insurance carrier
2. Documentation of any such accidents and/or claims of personal injury or property damage shall be maintained by the church (see Records Retention Schedule No. A310i)
 - a) Shall be shared with our carrier upon request

B. Prospective Reporting Information

1. Our insurance carrier has requested that they be prospectively notified regarding UBC sponsored events and activities which are outside our normal programs and our daily routines. This information will enable them to record the activity, comment on any potential exclusions, and clarify additional information which may be needed to provide coverage. In certain situations, the company may need to issue a certificate of insurance.

C. Examples of Events/Initiatives to be Prospectively Reported

1. Addition and deletion of parish nurses to our Health Ministries program
2. New annual programs such as Operation In As Much (OIAM) which involve large numbers of church volunteers working within the community
3. Church-sponsored foreign and domestic mission trips
4. Acquisition of new church property

D. Addition or deletion of significant assets which may require an increase or decrease in our coverage limits

E. Exceptions

1. Carpooling trips for church sponsored events at Eagle Eyrie, Graves Mountain Lodge or similar venues do not need to be reported.