



## Frequently Asked Questions

Question	Answer
What do I do if I have a claim or an incident has occurred that may lead to a claim?	Refer to the "Claims Contacts" form and report the incident to the appropriate person or contact the Conference Risk Management Office at (800) 282-8011 ext. 137 or at <a href="mailto:riskmanagement@flumc.org">riskmanagement@flumc.org</a> for assistance. Further information and all forms are available on the Florida Conference website ( <a href="http://www.flumc.org/riskmanage">http://www.flumc.org/riskmanage</a> )
What do I do if a volunteer or youth, or a nursery, daycare or pre-K child is injured?	Immediately complete and submit the "Accident Medical Claim Form" found on the conference website or call James Greene with AJG at (800) 239-8454 ext. 6814 for assistance.
What do I do if a student (grades K-12) is injured?	Immediately call James Greene with AJG at (800) 239-8454 ext. 6814 for assistance.
How do I obtain a Certificate of Liability Insurance or and Evidence of Property Insurance?	Complete and submit the "Certificate of Liability Insurance Request Form" or "Evidence of Property Insurance Request Form" found on the Conference website or call the AJG Religious Services Team at (800) 239-8454 for assistance.
How do I add or delete a building, land, equipment or other property, or change the value of previously reported property?	Complete and submit the "Property Addition or Deletion Form" found on the Conference website or call the AJG Religious Services Team at (800) 239-8454 for assistance.
How do I add or delete a vehicle?	Complete and submit the "Vehicle Addition or Deletion Form" found on the Conference website or call the AJG Religious Services Team at (800) 239-8454 for assistance.
How do I add a driver?	Complete and submit the "New Driver Information and Orientation Form" found on the Conference website or call the AJG Religious Services Team at (800) 239-8454 for assistance.
What needs to be done if I would like to grant an outside group use of our facilities and/or equipment or engage a contractor to perform services for the church?	<ul style="list-style-type: none"> <li>• Obtain a Certificate of Liability Insurance from the group indicating that they have an insurance policy in effect with General Liability coverage with at least a \$500,000 limit.</li> <li>• If a contractor is engaged to perform services for the church, Worker's Compensation coverage and Automobile Liability coverage should also be indicated on the Certificate of Liability Insurance.</li> <li>• Request that the church be named as an additional insured on the group's or contractor's policy.</li> <li>• Keep the Certificate of Liability Insurance on file at the church.</li> </ul>
What needs to be done if a church sponsored trip greater than 500 miles round trip is planned (domestic travel only)?	Complete and submit the "Church Trip Form" found on the Conference website at least ten (10) business days prior to the driver operating a church vehicle or call the AJG Religious Services Team at (800) 239-8454 for assistance.
What needs to be done if a church sponsored foreign trip is planned?	Call Nancy Maraas with the United Methodist Insurance Program at (800) 221-8552 at least two (2) weeks prior to departure for information on Liability and Medical coverages.