



Brown & Brown of Garden City, Inc.  
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## **CAMP AUTOMOBILE CLAIMS INSTRUCTIONS**

**REMEMBER: NEVER ADMIT LIABILITY OR MAKE ANY PROMISE OF PAYMENT. *Simply state that the matter will be reported to the camp's insurance company and the carrier will respond.***

- For automobile incidents/claims – such as any injury or damage caused by or in an auto, theft or damage to an auto, please contact Brown & Brown immediately to provide necessary details so the claim can be submitted to the insurance company.
- Document the circumstances of all accidents. For instance: Where did the accident happen?; Why?; How?. Obtain driver information, copy of auto registration and insurance information on any other vehicles involved. Please return this information along with the Camp Auto Accident Report Form.
- If you receive a letter from a parent or attorney concerning an injury, contact our Claims Department immediately – **DO NOT REPLY TO THE LETTER UNDER ANY CIRCUMSTANCES.**
- If you are served with a Summons, send the original immediately to Brown & Brown with a note indicating the date and time you were served.

**\*A CLAIM IS NOT CONSIDERED REPORTED UNTIL YOU HAVE RECEIVED A CONFIRMATION FROM BROWN & BROWN OR THE INSURANCE COMPANY**