

How to File a Claim

If an accident, which requires medical attention, occurs during a Girl Scout event, an insurance claim must be filed. Please follow the steps below for your claim:

1. Complete, including the original signature, each section of the [claim form](#) (para forma en Español, [clic aquí](#)) to the best of your ability. Be sure to provide all the information required to expedite processing and avoid delay. The address section on the claim form must be the *Claimant's home address*, not the council or resident camp address or the address where the covered event was held.
2. Retain one copy of the completed claim form for your records.
3. Send the original claim form to: customer care@girlscouts-swtx.org or mail to:

GSSWT
ATTN: Finance Department
811 N Coker Loop
San Antonio TX 78216

Please note:

- **A parent, guardian, or volunteer signature is required for a minor's claim.**
- **After the claim is received, council staff will verify claim information and submit it to the insurance company. DO NOT SEND THE CLAIM DIRECTLY TO THE INSURANCE COMPANY. Claims will not be processed without council's signature.**
- **After the original claim form is submitted, email any unpaid medical bills pertaining to the accident and/or sickness to specialrisk.claims@mutualofomaha.com**

For additional questions or assistance, please email customer care@girlscouts-swtx.org.