
Below is a sample form letter that can be used to explain the relationship between Texas AgriLife Extension Service and the State of Texas regarding general liability coverage of Extension events. Use this letter only when needed, and send copies to the appropriate persons listed in the cc area.

(Name)
(Title)
(Address)
(City/State/Zip)


Dear (Name),

You have asked Texas AgriLife Extension Service to provide you with information about insurance of The Texas A&M University System. In response to your request, I am pleased to provide the following information:

The Texas A&M University System is self-insured for Workers’ Compensation Insurance as provided by Chapter 502 of the Texas Labor Code. Benefits are provided in accordance with that law.

The Texas A&M University System is insured under an automobile liability policy with a bodily injury limit of $250,000 for each person, $500,000 for each accident, and a property damage limit of $100,000 for each accident for all owned vehicles.

The liability of The Texas A&M University System for personal injury and property damage is controlled by the Texas Tort Claims Act, V.T.C.S., Civil Practice and Remedies Code, Chapter 101, Section 101.021. The limits of liability are $250,000 for each person, $500,000 for each single occurrence for bodily injury or death and $100,000 for each single occurrence for injury to or destruction of property. Following this limited exposure, The Texas A&M University System, as a state agency, is protected by the doctrine of sovereign immunity, and as such, is self-insured up to the aforementioned limits.

We trust that the information above is the necessary insurance information needed by your organization. If you need more information, please contact Henry Judah, Risk Manager, Texas A&M University System Office of Risk Management at (979) 458-6330 or via fax (979) 458-6247.

Sincerely,

(Agent’s/Specialist Name)
(Agent’s/Specialist Title)

cc: Henry Judah
(Immediate Supervisor)