

SPECIAL NEEDS ROOM REQUEST INSTRUCTIONS

1. If a publisher requests assistance with accommodations in connection with attending an assembly or convention, the Congregation Service Committee should discuss the request and determine the level of assistance required. It may be that he requires assistance only in making reservations, transportation arrangements, and so forth. Most cases of financial hardship should be cared for at the congregation level by family members or local brothers and sisters who know the individual and can provide personal attention. (1 Tim. 5:8) If additional assistance is still required, the service committee should determine if the publisher qualifies to fill out a *Special Needs Room Request* (CO-5a). If so, the secretary should provide the form along with these *Special Needs Room Request Instructions* (CO-5ai) to the publisher.

2. **Qualifications:** The special needs provision is only for exemplary publishers, including their well-behaved children, who are approved by the Congregation Service Committee. (*od* chap. 6 par. 9) If the individual completing the *Special Needs Room Request* (CO-5a) has listed a publisher or family member whose conduct is in question, appropriate counsel should first be given to the individual by two members of the service committee to correct the problem. If the response is positive, the form may be signed and sent. If the person does not respond well to the counsel, his name should be removed and he should be informed that he will need to obtain his own accommodations. Any others listed on the form can decide whether they still want the form to be sent in or prefer to make their own arrangements.

3. **Processing Completed Forms:** The secretary should verify that the *Special Needs Room Request* (CO-5a) has been filled out completely. It should then be signed by the Congregation Service Committee and, if the request is for convention accommodations, sent by the secretary to the appropriate convention headquarters. Contact information for the appropriate headquarters can be obtained by using the Lookup feature when logged in to jw.org. In lands where Internet access is limited, the *Convention Rooming Headquarters Addresses* (CO-5b) form is used to provide this information. If the request is for assembly accommodations, the form should be sent to the circuit rooming representative.

4. If publishers listed on the *Special Needs Room Request* are from different congregations, each service committee is responsible for the approval process of those in their congregation. If all persons are approved, the form should be signed by each service committee. The last secretary to handle the form will send it to the convention headquarters or to the circuit rooming representative.

5. If someone in special full-time service requests assistance in obtaining accommodations for a convention or a circuit assembly but the appropriate contact information is not available, he may fill out the form and submit it to the service committee for approval. Thereafter, the special full-time servant can send it to the branch office for the appropriate country.