

# Announcement

June 17, 2025

## FOR CONVENTION COMMITTEE MEMBERS IN THE UNITED STATES BRANCH TERRITORY

1. ***Risk Incident Report (TO-5)***: Thank you for submitting a *Risk Incident Report* in a timely manner when an incident occurs. Please note the following reminders.
2. It is important that all fields on the form are completed. For example, under the “Location Details” section, in the “Additional Details” box, include the convention city, convention number, venue name, and the date of the convention. In the “Incident Description” section, provide pertinent details about the incident and include the name of the congregation of the individual involved. Please provide the name of a contact elder who serves in the individual’s congregation and include his contact information.
3. As a reminder, it is not necessary to submit a *Risk Incident Report* each time a person comes to the First Aid Department, unless a personal injury requires medical treatment beyond minor first aid or an illness requires hospitalization.—See *Risk Incident Report Instructions (TO-5i)*, par. 2.
4. The Convention Committee coordinator or his assistant should confirm that each *Risk Incident Report* is filled out correctly before it is submitted.