

YOUTH GROUP PLANNING GUIDE



Youth Pastor,

Thank you for viewing the official Youth Group Planning Guide for North American Youth Congress! Please note and remember: this document is a helpful resource designed to be used as an **example template** for your success. Please modify this document to meet your group's needs. We have curated content from large and small youth groups to give you an inside view of what others have done for an awesome NAYC experience.

Within this guide, you will find sample documents including:

1. Introduction letter
2. Trip information
3. Schedule
4. Parent or guardian consent and release form
5. Photographic release letter
6. Sample trip expense planning guide
7. Student medical release forms
8. Ideas including fundraisers, food, and parking

When using the planning guide, simply enter your church's name and information into the suggested areas below to customize this document for your group. When printing, remove the cover page for a complete Youth Group Planning Guide. All other NAYC information will be available at northamericanyouthcongress.com.

Sincerely,

UPCI Youth Ministries



(SAMPLE)

NAYC PLANNING GUIDE



Parents,

We are so excited to begin planning for our upcoming NAYC 2023 trip! It has been a few years since an in-person NAYC, and we are believing this year will be incredible.

We have put together a brief overview of our trip taking place July 26-28, 2023. Included you will find an itinerary, hotel accommodations, and contact information. You will also find a cost breakdown and installment schedule to help with student costs for this trip. We are planning department fundraisers to help offset as much student costs as possible. We want everyone to have the chance to experience the life-changing impact of NAYC!

If you have any questions, please feel free to reach out to us and we will be glad to assist in any way possible! We are believing God for a life-changing weekend in St. Louis!

Sincerely,

Student Pastor



(SAMPLE)

TRIP INFORMATION



UPCI YOUTH MINISTRIES

Destination – St. Louis, MO

Hotel – Embassy Suites St Charles, MO

Cost – \$275 - \$450 / Student

What is Included

- Transportation, lodging, admission to activities (i.e., the Zoo, Six Flags, City Museum, etc.) breakfast each day, and food after services.
- Students are responsible for lunch each day, and food after service on Friday night (food trucks)

Cell Phone Contacts

- Youth Pastor _____
- Youth Pastor's Spouse _____
- Youth Leader _____

Things to Remember

- Drop off and pick up will be at the church.

Packing List – Students are allowed two bags which should include:

- Church clothes (2 mornings and 3 evening services)
- Toiletries (e.g., soap, deodorant, toothbrush, etc.)
- Pajamas, socks, etc.
- Sunscreen
- Bible
- Snacks (for the road trip or your hotel room)
- Medications
- **NO valuables, NO weapons, and NO firearms**



(SAMPLE)

SCHEDULE



UPCI YOUTH MINISTRIES

Wednesday, July 26

- 9:30 am Meet at the church // Depart to St. Louis
- 11:00 am Stop in Effingham for lunch (students are responsible for this)
- 12:00 pm Back on bus and drive to St. Louis // Arch Park
- 2:00 pm Arrive at Arch Park
- 3:15 pm Head to hotel // Check in and get ready for service
- 5:00 pm Meet in the lobby of hotel // Leave for service
- 7:00 pm Service
- 12:00 am Leave for hotel // Head to rooms for the night

Thursday, July 27

- 8:00 am Rise and Shine // Eat breakfast, and get ready for the day
- 9:30-10 am Jumpstart Session
- 10:00 am Day Sessions
- 3:15 pm Meet at drop-off site // Head back to hotel to get ready for service
- 5:00 pm Leave for service // Meet in the hotel lobby
- 7:00 pm Service
- 10:00 pm Leave for hotel // Pizza at hotel
- 12:00 am Head to rooms for the night



(SAMPLE)

SCHEDULE



UPCI YOUTH MINISTRIES

Friday, July 28

- 8:00 am Rise and Shine // Eat breakfast, and be ready for the day
- 9:00 am Meet in lobby // Leave for service
- 9:30-10 am Jumpstart Session
- 10:00 am Day Sessions
- 3:30 pm Meet at drop-off site // Head back to hotel to get ready for service
- 6:00 pm Leave for service // Meet in the hotel lobby
- 7:00 pm Service and Afterburner // Food Trucks (students responsible for this)
- 12:00 am Leave for hotel // Head to rooms for the night

Saturday, July 29

- 7:30 am Rise and Shine // Breakfast
- 8:30 am Leave hotel // Depart for home
- 10:30 am Stop in Effingham for a quick break (30 mins)
- 11:00 am Finish trip home
- 2:00 pm Arrive at church (Approximate Time)



(SAMPLE)

Parent-Guardian Consent/Release Form

Student Name: _____ Age: _____ Cell Phone: _____

Address: _____

City: _____ Zip: _____

Indicate any illness or allergies of which we should be aware: Also, if the student will be taking any prescription medication please note:

Trip Buddy: _____

We, the parents/guardians of _____ do hereby give our permission for him/her to attend: North American Youth Congress in St. Louis, MO on July 26 – 28, 2023.

We do hereby release and forever discharge _____ church and their designated chaperones from any/all actions or suits in law or equity which we might hereafter have by reasons of injuries sustained by our son/daughter participating in the above-mentioned activity. In case of emergency, we give permission for our child to be treated at a hospital and/or by a medical doctor.

Emergency Contact (Name/Phone):

Insurance Company/Policy #:

Parent/Guardian Signature: _____ Date: _____



(SAMPLE)

Photographic Release Letter

I hereby grant _____ church their respective licensees, successors, and assigns, the right and permission, with respect to those photographs taken of me or the minor names below on whose behalf I am signing, and with respect to any printed or electronic matter in connection therewith, to do the following:

- 1) To include such photographs on the church's website and respective social media pages.
- 2) To use my name or the name of the minor on whose behalf I am signing, in connection with the foregoing.

I hereby release, discharge, and agree to indemnify and hold harmless _____ church and their legal representatives, licensees, successor, and assigns, from all claims and demands whatsoever arising out of or in connection with the foregoing, and waive any right to inspect or approve the same.

Signature of Parent/Guardian/Participant: _____

Signature of Subject of Photograph: _____

Name and Address: _____

I hereby certify that I am the (parent and/or guardian) of _____, a minor under the age of eighteen years, and hereby consent on behalf of said minor to use of any photographs taken of said minor pursuant to the terms set forth in this Photographic Release, including, without limitation, the release, discharge and hold harmless provisions thereof.



(SAMPLE)

STUDENT MEDICAL FORM

ALLERGY & MEDICAL INFORMATION

Daily Medication List

Allergies, Illness, or Food Restrictions:

Other Medical Treatments needed:

Diabetic:

Yes

No

Daily Insulin:

Yes

No

Please list any/all health issues:

Hospitalization Insurance:

Yes

No

Policy No:

Name of Insurer:

As the parent and/or legal guardian of (print student name):

_____, I authorize _____ church, its agents, employees, and other officers to procure and consent to any medical emergency treatment, including hospital care, to be rendered to my student by or under the supervision of a licensed health care provider. The parent/legal guardian is responsible for any fees or costs. My signature below represents consent and agreement to the matters stated above.

Parent/Guardian Signature

Date



(SAMPLE)

STUDENT MEDICAL FORM

Please note this form is to insure that as a youth staff we have all needed information should any event arise and your student is in need of medical treatment.

DATE OF COMPLETION

/ /

STUDENT INFORMATION

Full Name :

Address: Phone :

City | State | Zip Code: Email :

Date of Birth : / /

Gender : Male Female

Student Age:

PARENT/GUARDIAN INFORMATION

Full Name :

Address: Phone :

City | State | Zip Code: Email :

Emergency Contact: Phone :

Emergency Contact: Phone :



(SAMPLE)

IDEAS



Fundraising

- Restaurant Spirit Night – Host a spirit night at a local restaurant in which the orders placed make mention of your church name and a percentage of those profits are given to your church. Typical results generate around \$1,000.
- BBQ Fundraiser – Have pulled pork, beans, slaw, and bread. Ask saints in your church to donate a dessert. Send students and staff into local factories, businesses etc. with a sheet to sell lunch plates for a specific date. Deliver plates on said date and collect \$8-\$10 per plate, potential \$1,000-1,500 profit.

Food

- NAYC food information will be provided on the NAYC website.
- Make reservations for large parties in advance (some places require deposits for large parties but are willing to accommodate).
- Utilize apps like Yelp! & Open Table to find restaurants, make reservations, or put your group in line early.
- Cater food to your hotel.

Parking

- Additional parking information will be available on the NAYC website including drop-off maps for buses.
- If using charter services, don't forget to plan appropriate pick-up and drop-off times.

