NAYC PLANNING GUIDE

PARENT LETTER TEMPLATE

SAMPLE SCHEDULE

PARENT/GUARDIAN CONSENT FORM

MEDICAL INFORMATION FORM

FUNDRAISING IDEAS



HOW TO BEST UTILIZE OUR EDUCATE + ENGAGE HOW-TO GUIDES

WHAT THIS GUIDE IS *NOT*

This guide is *not* comprehensive. While we believe it is a great primer, we also recognize that there is a nuance to every ministry context. Our hope is that this guide becomes a launch pad to help you create a stronger, healthier youth ministry.

This guide is *not* ironclad. The basic building blocks are available to you and are designed to be tweaked, modified, and altered to fit your field of labor. The concepts included in this guide have been field-tested by youth leaders just like you, but it is not a one-size-fits-all solution.

WHAT THIS GUIDE *IS*

This guide is a tool in your arsenal to help you in educating and engaging the youth that you have been tasked to oversee. In this document you'll find an overview of the topic, helpful hints, and practical resources you can implement today.

HOW TO USE THIS GUIDE

> **Review the material.** Look over the content and meditate on the information provided.
> **Dream big!** As you take in the information, lay it over top of your current ministry and see how it could be utilized in your context.
> **Talk it out.** Share with your youth team. Get a meeting with your pastor. Talk about how to best utilize the provided information. Don't let it stay here. Put it to use!

UPCI YOUTH MINISTRIES
PRG Pentecostal Resources Group

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 2025 trip!

We have put together a brief overview of our trip taking place July 23-25, 2025. 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 Indianapolis

Sincerely,

Student Pastor

(SAMPLE)

TRIP INFO

Destination – Indianapolis, IN
Hotel – Embassy Suites
Indianapolis, IN
Cost – $275 - $450 / Student

What is Included

- Transportation, lodging, admission to activities (i.e., the Zoo, Great Times Fun Park, 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 23

9:30 am	Meet at the church // Depart to Indianapolis
11:00 am	Stop for lunch
12:00 pm	Back on bus and drive to Indianapolis
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
10:30 pm	Catered meal at the hotel
12:00 am	Head to rooms for the night

Thursday, July 24

8:00 am	Rise and Shine // Eat breakfast and get ready for the day
9:15 am	Meet in lobby for Split Sessions
9:45 am	Split Sessions
11:00 am	Jumpstart Session
11:30 am	General Session
1:30 pm	Lunch at local restaurant
3:15 pm	Head back to hotel to get ready for service
5:00 pm	Leave for service // Meet in the hotel lobby

(SAMPLE)

7:00 pm	Service
10:00 pm	Leave for hotel // Pizza at hotel
12:00 am	Head to rooms for the night

Friday, July 25

8:00 am	Rise and Shine // Eat breakfast and be ready for the day
9:00 am	Meet in lobby for Split Sessions
9:45 am	Split Sessions
11:00 am	Jumpstart Session
11:30 am	General Session
1:30 pm	Lunch at local restaurant
3:15 pm	Head back to hotel to get ready for service
5:00 pm	Leave for service // Meet in the hotel lobby
7:00 pm	Service and Afterburner // Food Trucks
12:00 am	Leave for hotel // Head to rooms for the night

Saturday, July 26

7:30 am	Rise and Shine // Breakfast
8:30 am	Leave hotel // Depart for home
11:30 am	Stop in Effingham for a quick break (30 mins)
12:00 pm	Finish trip home
5:00 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 Indianapolis, IN on July 23 – 25, 2025.

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 with (youth group name) throughout the duration of this trip. 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: _____

Photographic Release Letter (SAMPLE)

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

FUNDRAISING IDEAS

- Restaurant 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 to local factories, businesses etc. with a sheet to sell lunch plates for a specific date. Deliver plates on the said date and collect $8-$10 per plate, with a 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