



June 13-21, 2026

#RTHChicago2026

Group Registration

Churches must send ALL their registrations together.

Registration Deadline: April 24, 2026*

* Applications must be postmarked by April 24, 2026.

All incomplete applications and their deposit/payment will be rejected and returned to the applicant.

A late fee charge *will not apply* if the rejected application is sent back completed *prior* to the registration deadline of April 24, 2026.

A late fee charge *will apply* if the rejected application is sent back completed *after* the registration deadline of April 24, 2026.



Group Participation for Reach Chicago

1. Email reachtheheartoffice@gmail.com with the following information to update on all Adult/Leader and Student applications (optional):

- ☐ Prices
- ☐ Due dates
- ☐ Itinerary updates
- ☐ Contact information
- ☐ Who to write out payments to
- ☐ Where/How to submit applications

**Changes may include but are not limited to the areas listed above.*

2. Once your personalized applications have been emailed to you, make them available immediately for your students.

**Please send requests for access to our promotional video to reachtheheartoffice@gmail.com*

3. Have the following items received by the Reach the Heart Administration by the registration deadline of April 24, 2026:

- ☐ All team members' applications (adult/leader and students)
- ☐ Payment (one check for the entire group)
- ☐ A completed Group Registration Form

4. May 13, 2026: Notify the Reach the Heart Administration (reachtheheartoffice@gmail.com) if your group will be bringing transportation to utilize to and from Chicago (1 van and 1 trailer, 2 vans and no trailer, etc.)

For groups over ten, we encourage you to provide your own van if possible.

We are excited to have you and your group serve with Reach the Heart and Chicago City Life Center. If you have any additional questions, please reach out via email (reachtheheartoffice@gmail.com) or by phone (701-446-8342).

Registration and Payment

The Reach the Heart administration must receive a completed individual form from each participant and leader as well as this church registration form, a completed Volunteer Affidavit (attached), and the minimum required deposit for each participant and leader to complete the registration process.

Please print all information clearly in black or blue ink.

TOTAL	INCLUDED	NOT INCLUDED (This is at your own expense. We suggest bringing about \$200.00)
\$650.00* (Make checks payable to Reach the Heart)	• Transportation • Housing • Meals on June 14-19 • 4 Ministry Shirts	• Meals for all travel days (June 13 & 21) • Meals ALL day June 20 • L Train pass for the entire day on June 20 (utilize and download Chicago's public transportation app Ventra for this day)

We will not accept direct payment sent in for applicants attending church groups.

Please instruct all participants attending with your group that they must send all payments to your designated location.

DUE DATE	REGISTRATION REQUIREMENTS All applications will be treated on a first-come, first-served basis.
April 24, 2026*	☐ Application for EACH student and adult/leader participant ☐ Minimum \$200.00 NON-REFUNDABLE DEPOSIT for EACH participant (Make one check for your entire group payable to Reach the Heart) <i>(Full payment of \$650.00 is appreciated at the time of registration.)</i> ☐ A late fee of \$25.00 (for all applications received after the due date, equaling a non-refundable deposit of \$225.00)
MAY 28, 2026*	☐ \$450.00 NON-REFUNDABLE REMAINING BALANCE (Make one check for your entire group payable to Reach the Heart) ☐ A late fee of \$25.00 (for all unpaid balances after the due date, equaling a non-refundable remaining balance of \$475.00) <i>If full payment was received on the first due date, this date does not apply.</i>

Please send all pages listed above fully completed and to the following address:

Reach the Heart
Attn: Reach Chicago
P.O. Box 10265
Fargo, ND 58106

Receipt of application at any time does not guarantee acceptance. Primary Group Contact of the registering group host will be notified via email details regarding acceptance. Please add reachtheheartoffice@gmail.com to your contacts to prevent missing important information. It is the responsibility of the registering group host to inform all participants of acceptance.

If for any reason a registrant is NOT accepted to attend Reach the Heart's Reach Chicago trip, their deposit will be returned to the registering group host address indicated on the group registration form. It is the responsibility of the registering group host to administer the return of the registrant's deposit to the applicant.

However, deposits and any remaining balance will not be returned to applicants that are accepted but choose to not attend. ALL APPLICANTS MUST notify their group host AND Reach the Heart at reachtheheartoffice@gmail.com or by calling (701) 446-8342 or (701) 305-0513 if you choose to no longer attend.

Any further questions not addressed, please contact reachtheheartoffice@gmail.com or by calling (701) 446-8342.

Packing List

The following guidelines are to be followed by every participant. Do not hand in this list with your group application.
Due to limited space, ALL students & adults are only allowed ONE SUITCASE/BAG & ONE PURSE/BACKPACK!

PACK THIS	☐ Clothing for 9 days (the following are non-negotiable and must be followed): ☐ LONG shorts (mid-thigh or longer) ☐ Crew neck T-shirts (may get dirty/ruined, cropped tops prohibited) ☐ Pants for work projects (old jeans, old gym shorts, etc.) ☐ Socks & Underwear for 9 days ☐ 2 pairs of tennis shoes (required for all ministry activities) (if one pair gets soaked, you will have a backup) ☐ Shower shoes ☐ Two sets of modest clothing for downtown Chicago ☐ Travel clothes for the trip to and from Chicago (cropped tops prohibited) ☐ Modest Pajamas ☐ Long Sleeves to wear UNDER your ministry shirts on cold/rainy days (this is REQUIRED) ☐ Bible ☐ Notebook/Journal & Pen ☐ Toiletries (Shampoo, conditioner, soap, deodorant, toothbrush & toothpaste, etc.) ☐ Towels & washcloths (NOT PROVIDED) ☐ Bedding (NOT PROVIDED) ☐ Pillow, sleeping bag/sheets/blanket ☐ A cot or air mattress (if you choose not to bring one, you will be sleeping on a gym floor the entire trip) * SPACE IS LIMITED: If bringing a queen-size air mattress, you will be required to share. ** Beds should only take up ONE space to ensure adequate room for all fellow team members. It will be tight! ☐ Spending Money (we suggest about \$200) ☐ Water Bottle
OPTIONAL	☐ Cell phone & charger (Instructions of use will be announced on the trip) ☐ Ear pods/headphones (not allowed to have during work projects, VBS, or evening rallies) ☐ Flashlight ☐ Dirty clothes bag ☐ Sunscreen ☐ Sunglasses (not allowed during work projects, VBS, or night rallies) ☐ Bug repellent ☐ Bathing suit (must be modest) & towel if you plan to swim at the lake on free day
PROHIBITED	• Knives (all types and all sizes) • Weapons of any type, including chains, knives, firearms, and spiked jewelry • Alcohol, drugs, illegal substances, or any paraphernalia associated with drug use • Pepper spray/Mace

*Do not bring anything too valuable. If participants do bring valuables, **they are responsible to hide them in their luggage when they are not in use.** Do not leave items lying around unattended.

WE ARE NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

Review this information with each member of your group.

Clothing

The following clothing guide is for everyone – students and adults, both guys and girls.

All participants not adhering to the guidelines the Outreach leadership has set will be required to change. At all times, modest dress is required! We are representatives of Christ and should provide a great example to those around us. We do not want to bring attention to ourselves but rather to what we are doing.

SHOES	- Open-toed shoes, such as SANDALS (flip flops, camping/hiking style sandals, etc.) ARE NOT PERMITTED DURING WORK PROJECTS, VBS, OR NIGHT RALLIES. This is for your safety. - Please wear closed-toed shoes/sneakers. - We insist on this and will require you to change.
SHIRTS, SWEATSHIRTS, AND JACKETS	- Modest shirts must be worn at all times - for both guys and girls! - Shirts/t-shirts with sleeves should be worn during all ministry times. - Modest tank-tops can be worn during work projects and days off. - No tight, see-through, crops or low-cut shirts. - Under no circumstances are you allowed to cut off the sleeves of the ministry shirts we provide! - Sweatshirts and jackets are allowed ONLY UNDERNEATH ministry shirts if the weather is wet or cold. (Because you are on a mission trip, the people we minister to and the leadership need to be able to identify you by your shirt. We insist on this rule and will ask you to remove your sweatshirt or jacket.)
SHORTS/PANTS	- Shorts must be long enough to cover your butt well, <u>even when bending over</u>. Shorts/pants must also be high enough to cover your underwear <u>even when bending over</u>. <u>Biker shorts are prohibited</u>. - Ministry and work projects will have a lot of bending! ;) - Yoga pants and leggings (with longer shirts) <u>are only acceptable for travel days and the free day</u>.
ACCESSORIES	Bandanas, or headbands that mimic bandanas, are only acceptable for work projects (for sweat control) and are not allowed during ministry times - including as hair accessories.
CHANGING	- Changing must not be done in public areas or areas that are accessible by the other gender. - Change in the restrooms/shower area.
WORK CLOTHES	- Bring work clothes! - There are a variety of work projects, such as cleaning, lawn care, and painting. Wear clothes you will not care about ruining.

Do make sure your group has reviewed this information.

Itinerary

Saturday June 13, 2026	6:00 AM: Meet in Fargo. Meeting location will be communicated in the acceptance email. Arrive in Chicago around 8:00 PM to 9:00 PM
Sunday June 14, 2026	Morning: Prayer & witness walk
	Morning to afternoon: Service at Chicago City Life Center (5501 S La Salle St., Chicago, IL 60621)
	Afternoon: Lunch, team assignments, and week overview
	Evening: Dinner and evening hang out at church
Monday June 15, 2026 through Friday June 19, 2026	Morning: Breakfast, worship, and service
	Morning to afternoon: Various work projects
	Afternoon: Lunch and VBS (Vacation Bible School)
	Evening: Dinner and evening rallies
Saturday June 20, 2026	Day off / Free day: Taking the day off and heading into the city of Chicago to spend the day in groups with chaperones/leaders doing various activities (tourist attractions, Lincoln Park Zoo, museums, baseball games, shopping, etc.) Please see below for direction on spending money Evening: Everyone will meet at one central location and head back to the church
Sunday June 21, 2026	Depart Chicago at approximately 8:00 AM Arrive in Fargo around 9:00 PM - 12:00 AM (midnight) depending on the length of time spent on travel stops

All regular meals Sunday - Friday (breakfast, lunch, dinner) will be provided.

Spending Money

SUGGESTED AMOUNT	AT THE EXPENSE OF EACH PARTICIPANT
Around \$200.00	Spending Money Participants Will Need: - Meals for all travel days (June 13 & 21, approximately \$10 - \$15 per meal) - Any activities participants choose to participate in outside of the outreach Mon. - Fri. (snack, coffee, etc.) - Meals ALL day June 20 - Approximately \$15-\$30 per meal - L-Train Transportation: to and from downtown Chicago for the entire day on June 20 (\$5-10-day pass to be used for the L-Train system and city buses) Optional Spending Money (Prices are approximate. This is not required money. You will only need it if you wish to participate in the activities listed below. If you cannot afford these "extras," don't worry, you will still have a GREAT TRIP!): - Willis Tower (2nd tallest building in the nation): \$30+ - Entrance to a baseball game (White Sox or Chicago Cubs): \$50.00 - \$100.00+ - Museums (Shedd Aquarium, Science Museum, etc.): \$25.00+

REACH THE HEART

REACH CHICAGO GROUP APPLICATION - 2026

*Do not skip over ANY information • All applications must be written in **BLACK/BLUE** ink*

Group Information

Official Church Name (Applicable to Ministry Groups attending): _____

Attending Youth Pastor/Primary Leader Name: (First) _____ (Last) _____

Address: (Street) _____ (City) _____ (State) _____ (Zip) _____

YP/PL Email Address: _____

YP/PL Phone: (Cell) (_____) _____ - _____ (Work) (_____) _____ - _____

* All email and paper communications will go to the email and address specified above.

Participants and Fees

Please complete and attach the included spreadsheet.

Total Number of Participating Students/Minors: _____

Total Fees Included: \$ _____ .00

Total Number of Participating Adults/Leaders: _____

Total Fees Included: \$ _____ .00

Total of All Fees Included: \$ _____ .00

Checks are to be made payable to: Reach the Heart

All group registrations must be sent in ONE package to:

**Reach the Heart
Attn: Reach Chicago
P.O. Box 10265
Fargo, ND 58106**

*Payment must be accompanied by the registration form in order to ensure payment for your group.

Group Registration Spreadsheet

Page _____ of _____

(Please indicate how many pages are being sent in.)

(Duplicate as necessary.)

Name	Gender (M or F)	Student (S) or Leader (L)	Amount Included (\$200.00 minimum)	Late Fee \$25.00 (if accepted after each set deadline)	Total Included	Total Amount Remaining

TOTAL AMOUNT ENCLOSED: \$ _____ . _____

Reach Chicago Guidelines

As the indicated group leader, please read and initial the following rules to show that you and your team understand the listed following responsibilities.

- Leadership** As a leader on this trip, I will respect and follow the Reach the Heart leadership. I will honor their requests and make sure the students and other leadership I am bringing with me are doing the same. I will set an example to those around me and encourage students to step out of their comfort zones.
Romans 12:10 (Initial) _____
- Team Effort** Our team will be working as a unit. Therefore, it is necessary that you cooperate in every way regarding punctuality, private and group devotions, team prayer meetings and services, and personal prayer for other team members. Please compliment and encourage one another OFTEN.
1 Thessalonians 5:11 (Initial) _____
- Hours** Please obey all lights-out times, as well as wake-up times. Our schedule has been designed to enable the entire team to reach each destination on time and to allow you enough rest each evening. Please be involved in personal and group devotions at the times designated.
Philippians 2:4, Matthew 25:23 (Initial) _____
- Language** Please no sarcasm, cutting remarks, bad language, and complaining.
Philippians 2:14 (Initial) _____
- Dating** Avoid starting a relationship with someone during this trip. If you are presently dating someone who will be going to Chicago, we expect you to follow the same guidelines. There will be no public displays of affection (holding hands, prolonged hugs, kissing, dancing, etc.).
(Initial) _____
- Culture** Please understand that even though you will be in the U.S.A. on this trip, it is necessary that you respect the customs and traditions of those to whom you minister. Conduct yourself in a respectful manner at all times. Always travel in groups of three or more.
Matthew 5:14-16 (Initial) _____
- Clothing** Clothing MUST be modest. Please read the section on proper dress and clothing on page 5, then initial here.
(Initial) _____
- Authority** You must listen to and respect ALL authority. Please think before you ask questions. Try to avoid inquiring "Why?" and "How come?" You must be a servant on this trip. Be willing to serve and help out in any way possible. Please offer assistance in every situation that requires help.
Hebrews 13:7 & 17 (Initial) _____
- Vans** Please keep the vans clean at all times. Do not throw your garbage on the floor. Throw all trash in the van garbage bag or throw it in a trash can at the next destination.
(Initial) _____

Volunteer Affidavit

To be completed by the Lead/Senior Pastor of Youth Ministry groups.

The undersigned pastor warrants that his/her church has processed and reviewed background checks and has checked references on all volunteers, employees, and pastors from his/her church that will be working with youth participants of Reach Chicago 2026, and is aware of no information that would suggest that any of said persons pose a risk of harm to minors.

I certify under PENALTY OF PERJURY under the laws of the State of North Dakota that the foregoing paragraph is true and correct.

Signature of Affiant

Printed Name of Affiant

Notary

State of _____ County of _____

I certify that the following person(s) appeared before me this day, each acknowledging to me that he or she signed the foregoing document:

Name(s) of Principal(s)

[Notary Seal]

Signature of Notary

Printed Name of Notary

My commission expires: _____, 20____.

Youth Leader Process

Information for Church Leaders

Requirements:

All youth leaders must be 19 years of age or older for Reach Chicago and have graduated high school by the previous school year (2025-2026).

It is the responsibility of each church to provide adequate leadership for the number of male and female participants they are bringing (see the leader formula below).

Should a church be unable to secure enough leaders from within their church, permission is granted to recruit leaders from another church, Bible College, Chi Alpha, or Master's Commission. However, the burden of recruiting and screening is born solely by the church.

Youth Leader Formula:

The following formula will be used:

0 Leaders	1 Leader	2 Leaders	3 Leaders	4 Leaders	5 Leaders
0 Youth	Up to 6 Youth	Up to 12 Youth	Up to 18 Youth	Up to 24 Youth	Up to 30 Youth

The kitchen staff is not counted in the formulas above. For instance: if you have 6 youth of the same gender and are sending two people to work in the kitchen, you must still provide 1 approved youth leader. All adults wanting to serve as kitchen staff need to contact our administration before registering as kitchen staff.

Your Youth Leaders will be placed on teams with your participants.

TIP: If you have a small number of youth participants (1-3) we recommend contacting another church and partnering your youth together. Please state these arrangements when their forms are submitted with another church to eliminate confusion.

Youth Pastor Checklist:

1. **Receive Leader Applications from your local church volunteers**
2. **Screen each applicant**
 - a. Each staff applicant should be screened in accordance with your church volunteer policies as they will be working with your youth.
 - b. A national criminal background check is required to be run on each applicant.
 - i. Suggested screening resources
 1. <http://pinnacleprof.com> or <http://protectmyministry.com> specializing in background checks for churches
 2. www.checkr.com
 3. Your county courthouse
3. **Compile a list** of all leaders you approve to work with your youth using the attached Approved Leaders List (below).
4. **Include the Signed/Notarized Affidavit:** This lets us know you have appropriately screened each of your leaders and it is required for your leaders to be at Reach Chicago 2026.
5. **Remember:** If your church is sending staff serving in the kitchen, they must be screened as well, but do not count as youth leaders for your youth.

Approved Staff & Youth Leaders List

Name = the name of the approved applicant

Yrs. Exp = should include the total number of years they have served in a youth staff role.

Position = the position they will be serving (most people will fall into the Youth Leader category. Other positions include kitchen staff).

Gender = Male (M) or Female (F)

Name	Yrs. Exp	Position	Gender
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Church Name

Date

Person Submitting

Position

**Don't forget to attach the Signed and Notarized Affidavit with this form.
Be sure to send an updated list if any changes occur.**

REACH THE HEART

REACH CHICAGO GROUP REMAINING BALANCE PAYMENT FORM- 2026

If you choose to pay in two parts: Use this form along with the next page to send in **WITH** your payment so the Reach the Heart administration can accurately apply payment to the appropriate participants. Without this form, your payment will be delayed in being deposited. Thank you for your cooperation.

All applications must be written in black/blue ink

Group Information

Official Church Name (Applicable to Youth Ministries attending): _____

Attending Youth Pastor/Primary Leader Name: (First) _____ (Last) _____

Address: (Street) _____ (City) _____ (State) _____ (Zip) _____

YP/PL Email Address: _____

YP/PL Phone: (Cell) (_____) _____ - _____ (Work) (_____) _____ - _____

* All email and paper communications will go to the email and address specified above.

Participants and Fees

Please complete and attach the included spreadsheet.

Total Number of Participating Students/Minors: _____

Total Fees Included: \$ _____ .00

Total Number of Participating Adults/Leaders: _____

Total Fees Included: \$ _____ .00

Total of All Fees Included: \$ _____ .00

Checks are to be made payable to: Reach the Heart

All group registrations must be sent in ONE package to:

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(Duplicate as necessary.)

Name	Gender (M or F)	Student (S) or Leader (L)	Previously Received Amount Total	Remaining Balance Amount Included	Late Fee \$25.00 (if accepted after each set deadline)	Total Included

TOTAL AMOUNT ENCLOSED: \$ _____ . _____