

AFTER SCHOOL matters®

After School Matters Program Providers Newsletter | August 2016



Dear Program Provider,

Welcome to the After School Matters Program Providers Newsletter! This monthly newsletter will help to share updates, resources and instructional strategies, as well as celebrate the successes of our teens and build community among our program providers. Enjoy!

Program Updates

Summer 2016 Teen Documents

Teen documentation for summer programs is due on **Monday, August 29, 2016**. All documents must be submitted in person at our downtown office during the following hours: Monday - Thursday, 9am - 5pm.

The documents should be submitted to the Payroll Department, located on the 4th Floor of the Gallery 37 Center for the Arts (66 E. Randolph St. Chicago, IL 60601).

Your teen documents should include the following:

- Summer Attendance Sheets
- Teen Waivers (Program Acknowledgement Consent and Release Forms)
- Intern Documents, if applicable (Intern Waivers, I9 Forms, I9 Documents, two W4 Forms)

Renewal Application Launch on Thursday, September 1

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Important Deadlines

Summer 2016

Friday, August 19

Instructor Program Reports due in Cityspan

Friday, August 19

Teen and Instructor surveys close for Summer 2016 programs

Monday, August 29

CBO Summer 2016 Expense Reports, Certification Letter, and Teen Documents due

Important Dates

Fall 2016

The Renewal Application for Summer 2017, Fall 2017 and Spring 2018 for **Current Program Providers** will be released on **Thursday, September 1, 2016** and is due on **Wednesday, September 30, 2016 at 5:00pm**.

Check the [After School Matters website](#) for the Renewal Launch announcement and the Renewal Application Guide on September 1, 2016.

Fall 2016 Teen Status Notification

After School Matters will directly email all teens who have applied to Fall 2016 programs on Tuesday, September 20 to inform them of their enrollment status (placed or not placed) for each program to which they applied.

Fall Program Providers, you must have your roster(s) finalized and entered into Cityspan by **Saturday, September 17** to ensure teens receive accurate information about their enrollment status.

What This Means for You

- You must ensure that your program roster is fully and accurately entered into Cityspan by Saturday, September 17 at 11:59 pm.
- Teens listed in Cityspan rosters as either "pending" or "enrolled" are considered placed.
- Teens listed in Cityspan rosters as "not enrolled" are considered not placed and will be encouraged to apply to more programs.
- Continue to directly communicate your enrollment decisions with teens as you make them. This email should not replace direct communication between you and teen applicants.

If you have any questions about the teen notification procedure, please contact your Program Specialist.

Teen Stipend Reminders

1. This fall, in partnership with Urban Partnership Bank, **teens will be able to cash their stipend checks for just \$1 at any Chicagoland Urban Partnership Bank!** School IDs, State IDs and Driver's Licenses will be accepted as forms of identification for cashing checks. Teens can find the nearest Urban Partnership Bank location [here](#).
2. The Teen Stipend Hotline now has it's own call center! The Teen Stipend Call Center is located at Gallery 37, with several After School Matters staff members dedicated to answering stipend questions. **To reach the Teen Stipend Call Center, dial 312-768-5199 Monday - Friday, 9am - 5pm.**

Wednesday, August 17
First-round enrollment notification sent to teens

Wednesday, August 31
N/NW Fall 2016
Instructor Orientation

Thursday, September 1
S/SW Fall 2016 Instructor Orientation

Thursday, September 1
Renewal Application Opens for Summer 2017, Fall 2017 and Spring 2018 programs

Friday, September 2
Downtown Fall 2016 Instructor Orientation (subject to change)

Saturday, September 17
Enrollment deadline for Fall 2016 programs

Tuesday, September 20
Final enrollment notification sent to teens

Wednesday, September 30, 2016 at 5:00pm
Renewal Application due

Instructional Strategy of the Month

Interesting Object

Use this activity to help teens engage in reflection.

Time: 5 - 10 minutes
Materials: A box and a variety of small objects.

Instructions:

1. Gather items (household items, dollar store finds) and place them into a box.
2. One by one, have teens select one

Opportunities & Resources for Teens

Please see below for great teen opportunities.

Student Election Board

Mikva Challenge is collaborating with the Chicago Board of Elections to recruit, train and hire thousands of student election judges to work at the polls on Election Day.

Teens that are interested in this opportunity must:

1. Be a high school junior or senior in Fall 2016
2. Have a GPA of at least 3.0 on a 4.0 scale
3. Be a U.S. Citizen by Election Day (Nov. 8, 2016)
4. Be able to read, write and speak English
5. Complete the Student Election Judge Interest Form [here](#).

For additional opportunities and resources for teens, please visit the teen resources section of [our website](#).

Program Provider Highlight: Lori James

Junior Tennis Apprenticeship @ Solorio HS, Kroc Center



Lori James is the Executive Director of Love to Serve, Inc. Tennis and Education Foundation and has been an After School Matters instructor for more than 13 years. Lori (*above left, pink hat*) started the Junior Tennis Apprenticeship at Solorio Academy High School four years ago. At the time, the tennis courts at Solorio were underused. Lori's program gives teens the opportunity to challenge themselves through tennis skill development, while also preparing themselves for college through test prep, interview practice, resume writing and more. Because of Lori and her Junior Tennis Program, Solorio now has a boys and girls tennis team that students can participate in.

Lori also provides an Apprenticeship and an Advanced Apprenticeship at the Ray and Joan Kroc Corps Community Center during the school year.

object from the box.

3. Ask the teen to share how the object represents a skill they learned during the program, an activity they participated in as part of the program, or the program in general.

Use the object as a starting point to engage in discussions and observations about the program experience.

Teen Stipends

Contact Us!

You can reach the Teen Stipend Call Center at

312-768-5199

Monday - Friday
9am - 5pm

Connect With Us On Social Media



Thank you, Lori, for all you do for After School Matters and our teens!

If you would like to submit a highlight to this newsletter, [click here](#).

Thanks to each and every one of you for your hard work and dedication to teens!

Sincerely,

After School Matters

After School Matters | adrienne.curry@afterschoolmatters.org | 66 East Randolph
(312) 742-4182 || Chicago, IL 60601

Thank you for telling teens they matter.

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