

Dear Program Provider,

Welcome to the After School Matters Program Providers Newsletter!



Program Updates & Reminders

End of Summer 2018 Documentation Due: Monday, August 27, 2018

1. Expense Report (Community Based Organizations only - submitted via Cityspan)
2. Certification Letter (Community Based Organizations only -submitted via Cityspan)
3. Teen Documents (All programs - submit in person to After School Finance Team Matters: 66 E. Randolph Street, fourth floor Monday - Friday: 9:00 a.m. - 5:00 p.m.)

- **Attendance Sheets:** Must be signed by teens on each day of program.
- **Program Acknowledgement, Consent, and Release (PACR):** Only turn-in signed copies of the PACR that were submitted by parents who did not sign them electronically.
- **Copy of Social Security Card/ITIN (if collected):** Providers do not have to make copies of SS Cards/ITIN to enroll a teen. If you made copies

- submit them with your teen docs, if you haven't already shredded them.
- **Visual Artist Rights Act (VARA) Waiver** (instructor only): Only applies to visual arts programs that create public art.
- I-9 and W4s required for **Interns and Assistants only**:
 - Form I-9
 - Illinois W4
 - Federal W4

Save the Date: Renewal Application will Launch September 10, 2018!

The Renewal Application for summer 2019, fall 2019 and spring 2020 for **current program providers** will be released on **Monday, September 10** and is due on **Friday, September 28, 2018 by 5:00 pm. Providers must submit one renewal application per program.**

Similar to last year, **current providers**—defined as those who are providing a program with After School Matters during the current program year (summer 2018, fall 2018 and spring 2019)—**will submit a renewal application** focused on increasing their capacity to create quality programs and provide effective instruction. Current providers will not need to submit a proposal through the standard Request for Proposal (RFP) process, unless you would like to propose a different content area or focus.

Check the After School Matters [website](#) for the renewal launch announcement during September 2018, which will include instructions in the renewal application guide.

Fall 2018 Teen Application & Enrollment Information

Please review and adhere to the below timeline for fall 2018 teen applications, recruitment, and enrollment. This schedule is being provided in full and at an early stage of the process in order to ensure all providers are prepared to be in full compliance. All of the below items are being implemented to better serve our teens.

Key Enrollment Dates: Stay on track to meet your fall enrollment deadline!

- **Saturday, August 18:** Roll-over deadline
- **Monday, August 20:** First-round teen enrollment notification email to all roll-over teens, and those that have already been placed in a program to which they applied
- **Saturday, September 22:** Enrollment deadline for all Fall 2018 programs
- **Monday, September 24:** Second teen enrollment notification email to all teens who have applied to fall 2018 programs (except for those that already received the August 20 email)
- **Monday, October 1:** Third teen enrollment notification email to all teens who have applied to fall 2018 programs (except for those that already received the September 24 email)

Roll Over Deadline - August 18 at 5:00 p.m.

Summer program providers who are continuing into the fall session have the option of rolling over select teens who would like to continue participating in your program. Those teens will not need to go through the full application process.

The deadline for enrolling your roll-over teens in Cityspan is Saturday, August 18 at 5:00 p.m. CT. Teens can be rolled-over into your fall program in Cityspan through the manual enroll button on your enrollment tab.

Enrollment Deadline - September 22 at 5:00 p.m.

All fall 2018 program rosters must be finalized and entered into Cityspan by 5:00 p.m. CT on Saturday, September 22.

Exceptions will not be made. Adherence to this deadline is crucial because of the below teen enrollment notification schedule. On September 24, ALL teens who have applied to your program will receive an email notifying them of their enrollment status - PLACED or NOT PLACED.

Any teens who you have not enrolled by September 22 will receive a notification of NOT PLACED for that program. To ensure teens receive accurate information about their enrollment status, you must meet the September 22 enrollment deadline. Teens listed on Cityspan rosters as either "PENDING" or "ENROLLED" are considered placed. You should continue to communicate your enrollment decisions as you make them to teens directly (via phone and/or email) before and after the September 22 enrollment deadline. The enrollment notification emails below should not replace direct communication between you and teen applicants.

Action Required: Teens with missing SSN or ITIN

If you have a teen that does not have their SSN or ITIN entered and have a "Pending" enrollment status, please have them enter that information directly into their summer 2018 application before August 17 by using this [link](#).

If a teen has their SSN information available, here's how you can help:

Do's:

- Enter their information directly into Cityspan
- Call the Teen Stipend Hotline at (312)768-5199 and speak with an After School Matters representative, if you do not have the access to enter it into Cityspan on their behalf

Don'ts:

- Don't make a copy of their social security card and email it
- Don't include their social security number in a voicemail message

Teen Pay and Stipends Page

The Teen Pay and Stipend page is a new way for your teen to see if they're on track to get paid for the current program session. For more information about this resource, click [here](#).

Adjourning

According to [Bruce Tuckman's stages of group development](#), your group of young people have different needs as they move through the course of the summer. As we move into the closing stages of summer program, take time to engage in adjourning activities with your teens. These include celebrations of learning, showcases for friends, family, and communities, structured opportunities to provide appreciation and gratitude to one another, and (most importantly) opportunities to reflect on the summer session. You can use any of the reflection activities provided in our [instructor activity book](#), or feel free to reach out to me for more ideas!

Thank you for an incredible summer. From the Professional Development team to you: we see you, we appreciate you, we honor you. **Instructors MATTER!**



If you want to discuss this tool or additional facilitation and instruction strategies, contact Emily Nott, Manager of Professional Development at emily.nott@afterschoolmatters.org or 312-702-8591.

Important Dates and Deadlines

Saturday, August 11, 2018

Summer 2018 programs end (adv. apprenticeships)

Monday, August 13

Instructor Program Reports due in Cityspan

Monday, August 13

Teen and Instructor Spring surveys close

Saturday, August 18

Deadline to Roll-over teens

Monday, August 27

CBO Summer 2018 Expense Reports, Certification Letter, and Teen Documents due

Tuesday, August 28
SSW Branch Fall 2018 Orientation
(4:30pm tentative start time)

Wednesday, August 29
N/NW Branch Fall 2018
Orientation (5pm - 7:30pm)

Saturday, September 15
Downtown Branch Fall 2018
Orientation (9am - 10:30am)



Program Provider Highlight

Priya Shah

The Simple Good Neighborhood Photo Safaris



Priya Shah, Founder and Executive Director of The Simple Good, has been an instructor and community liaison with After School Matters for two years. Priya's program, The

Simple Good Neighborhood Photo Safari, takes place in the Englewood community. In this program, teens work with professional DSLR cameras to capture photos, inspire positive change in the community, and to share their meaning of the ‘the simple good’. Teens learn photo-journalism while exploring Chicago neighborhoods and documenting the positive in people and the communities in which they live. Priya brings a unique approach to guiding teens in a productive and safe space for self-expression. She encourages teens to reflect on what “good” means to them, and her compassionate care or teens pushes them to excellence. Whether it be through art, advocacy or community engagement, Priya always brings a high level of enthusiasm, professionalism and grit to her work.

Thank you Priya for all you do for After School Matters!

Opportunities & Resources for Teens & Alumni



Learn more about the **Bottom Line College Access Program** [here](#).

Click here for information on the **Teen Arts Pass**, a new initiative that gives teens access to \$5 professional performance shows.

The Anti-Defamation League is accepting submissions for the **2018 Our First Amendment Freedoms Art & Essay Contest**. Click [here](#) for more details.

After School Matters Alumni looking for summer or part time work are encouraged to **contact Samantha Deane**, Teen Career Services and Alumni Relations Specialist.

Check out more [teen opportunities](#) at afterschoolmatters.org.

Teen Stipend Reminders

Wintrust Bank

Teens are able to cash their stipend checks for free at any Chicagoland Wintrust Bank!

Teens can find the nearest Wintrust Bank location [here](#).

Urban Partnership Bank

Teens are able to cash their stipend checks for just \$1 at any Chicagoland Urban Partnership Bank! Teens can find the nearest Urban Partnership Bank location [here](#).

School IDs, State IDs and Driver's Licenses will be accepted as forms of identification for cashing checks at both banks.

Contact Us!

You can reach the **Teen Stipend Hotline** at **312-768-5199** or [email us](#).

Comuníquese Con Nosotros

Para mas información en español, llámenos al **312-846-7106** o mándenos un correo electrónico a espanol@afterschoolmatters.org.

Support Services Directory

If a young person needs additional resources, you can use the **Support Services Directory**

Thank you for showing teens they matter.

Connect with us on social media for more program highlights.



#TeensMATTER

AFTER
SCHOOL matters®

www.afterschoolmatters.org