



**Current Instructors and
Organizations Renewal Process**

**Summer 2019
School Year 2019-2020**

Introduction and General Background

Thank you for your interest in continuing to partner with **After School Matters**® to provide teens with opportunities to discover their potential and find their future. The Renewal Process focuses on providing support to increase providers' capacities to create quality programs and be effective instructors.

Please review your program's most recent profile and use your Program Quality and Program Compliance scores, YPQA data, site visit forms, and your program improvement plan (if applicable) to address areas for growth in your Renewal Application responses as Summer 2019 program profiles will not be available until September 25. Additionally, please consider any discussions you may have had with your Program Specialist as you respond.

Note: Internships and Assistantships will not receive a program profile. For data points on Internships and Assistantships, please contact your Program Specialist.

Renewal decisions will be made based upon your application's quality, completeness and alignment with ASM's priorities for serving teens. Programs that do not submit a renewal application by the deadline will not be renewed.

Definitions:

Community-Based Organization (CBO) – Locally-based organizations (including non-profits, churches, cultural institutions, universities, and others such as the Art Institute of Chicago, Columbia College, Chicago Botanic Garden) that are providing After School Matters program(s) to teens.

Employee Instructors - An individual instructor who is providing After School Matters program(s) to teens.

Fiscal Year - After School Matters' fiscal year starts on July 1st and ends on June 30th of each year.

School Year - After School Matters' school year refers to the fall and the spring program sessions.

Session – Formerly known as the After School Matters program cycle. There are three program sessions within a fiscal year (summer, fall and spring sessions).

Content Area - After School Matters has four content areas for their programs. These content areas include: Arts, Communication and Leadership, Sports and STEM.

Current Providers

Current providers are defined as providers who were funded and delivered a program with After School Matters during the Summer 2019 and/or the 2019-20 school year. If a current provider wants to change their programming for the upcoming program year, they may be required to submit a Rolling Interest Form. For example:

- If a current provider wants to **expand or move their existing program to a new location** using the same program content area, they will need to contact their Program Specialist to express interest.
- If a current provider wants to **change their program content area for the next program year**, they will need to submit their program idea online via the ASM Become a Provider page and submit a Rolling Interest form.

Internship Providers

A 2007 study conducted by the University of Chicago Chapin Hall Center for Children found that positive academic outcomes from After School Matters programs are achieved when teens participate in multiple program sessions. These outcomes include better school attendance, fewer course failures and increased likelihood to graduate.

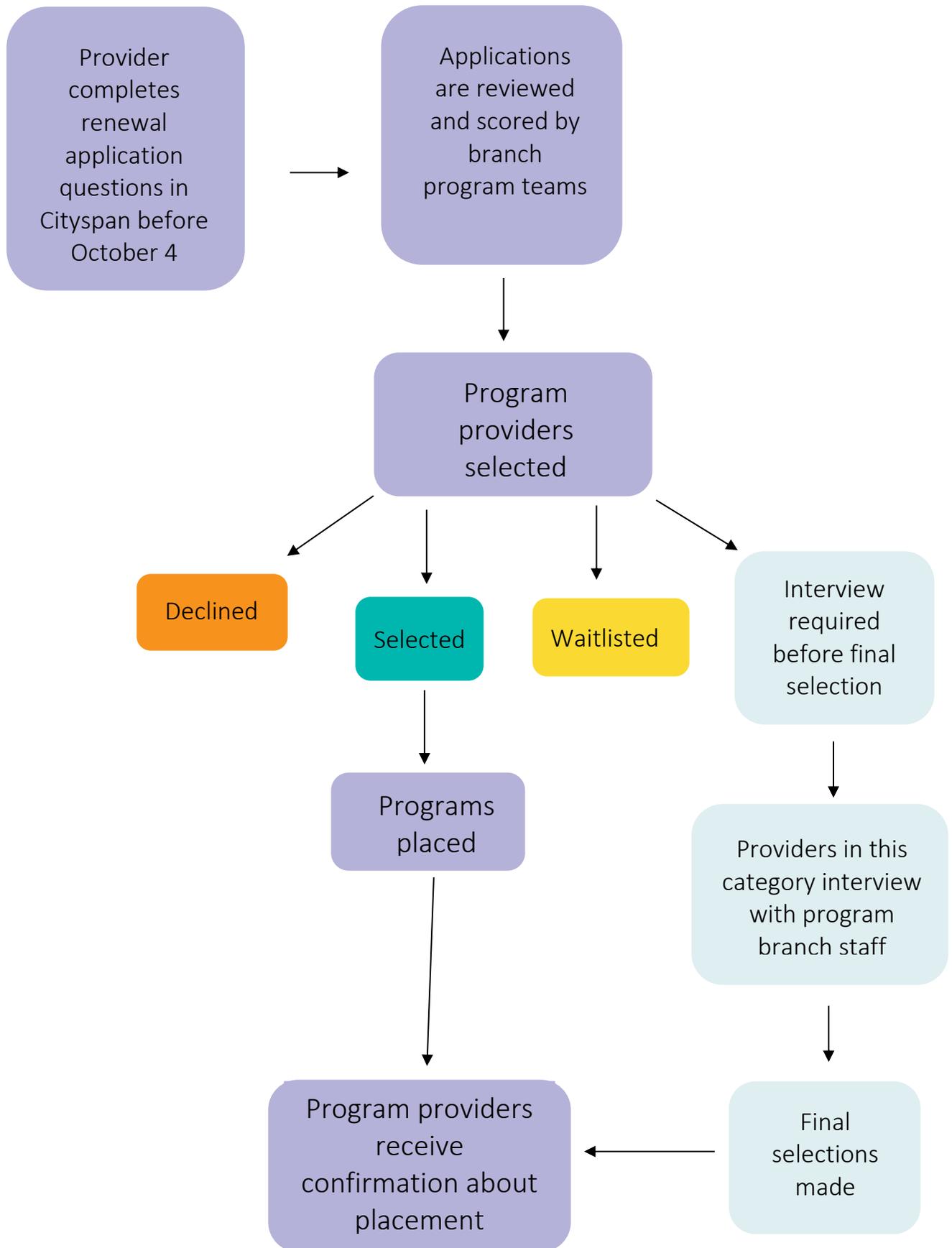
Internship providers are able to generate a report from Cityspan that lists teens who have participated in three or more After School Matters programs and achieved an 80% attendance rate to identify priority teens.

TIMELINE - RENEWAL PROCESS DATES

Date	Item
September 16, 2019	Renewal Application released in Cityspan
October 4, 2019 by 5:00pm	Renewal Application Due for All Returning Providers (Programs that do not submit a renewal application by the deadline will not be renewed)
October – December 2019	Programs Staff review proposals, conduct interviews, and negotiate budgets
January – February 2020	Program selections are finalized
Late March - April 2020	Program decisions and notifications sent

TENTATIVE PROGRAM DATES

Early July 2020	All Summer Programs Begin
Mid-August 2020	Summer Programs End
Late September 2020	Fall Programs Begin
Mid-December 2020	Fall Programs End
Mid-February 2021	Spring Programs Begin
Mid-May 2021	Spring Programs End



RENEWAL APPLICATION REVIEW PROCESS

After School Matters will assess the performance of current providers based on the following criteria:

- Enrollment and attendance percentage
- Teen survey completion and satisfaction
- Completion of Instructor Program Report
- Contractual compliance
- Availability of funding resources
- Overall ability to improve on and respond to areas of growth based on the Program Provider Profile and coaching by ASM Programs staff

After School Matters reserves the right to consider other factors not listed above when reviewing prior program performance. These may include but are not limited to: school saturation rate, school enrollment, safety, etc.

Additional factors that influence the selection and placement of proposals include, but are not limited to, the following:

- Availability of funds
- Programmatic variety with a school, community or region
- Community and school needs or requests

REQUIRED INSTRUCTOR TRAININGS & MEETINGS

- Instructors for selected programs are required to attend **pre-start meetings** (orientations, start-up, new instructor trainings) and **in-session meetings** (coaching, PD, etc.) for continuous improvement. Dates for the orientations, trainings, and meetings will be provided upon selection.
- Failure to attend required trainings and meetings without advance notification and approval by your Branch Program Director will negatively impact future renewal decisions.
- **CBO Only:** Selected programs implemented by organizations may be required to attend a contract administration meeting.
- All instructors must successfully complete the Department of Children and Family Services' online Mandated Reporter Training.
- All instructors need to be CPR and First Aid Certified.

RENEWAL APPLICATION QUESTIONS AND DOCUMENTS

Similar to last year, we are requiring Summer and School year budgets to be completed before contracts are sent to organizations or employee instructors. The renewal process requires that you complete the renewal form and submit supporting documents through Cityspan. **The expectations for the sections of the renewal process are described below.**

RENEWAL FORM 2019-2020

Teen Description *(Please make sure that your activity description, which is intended for a teen interested in applying, and follow the After School Matters Program Description Guidelines on pages 9-10. If you are proposing a significant change in your program description, meaning you would like a change in program content area or focus, you must complete the Program Provider Rolling Interest Form on our Become a Provider web page. Contact your Program Specialist for additional details.)*

PART 1: REFLECTION ON PREVIOUS TERM

1. Program Improvement – Feedback:

After School Matters provides you with feedback, data, and professional development with the expectation that you'll use it to continuously improve your program. During the previous program sessions, what actions did you take in response?

2. What challenges have you encountered? What supports or resources did you find to address these challenges? Were they adequate? What supports, resources, or professional development opportunities do you need in order to better serve teens in your program?

For Sports & Recreational Leadership programs only:

3. Based on the Rec Leader Learning Outcomes, describe the growth observed in your teens from the beginning of the program to the end. Discuss how you will create greater impact next year.
4. Describe your approach to creating daily program lesson plans. Provide a detailed example of how your lesson plan contributed to a well-structured program day. What additional support will you need to strengthen your ability to lesson plan?

PART 2: FOR NEXT FISCAL YEAR

1. Program Improvement – Planning:

Based on your program data (*See your Program Quality and Compliance Profile*), how will you improve the quality of your program moving forward? What changes will you make in your program plan for this coming year and why?

2. Recruitment Strategy:

What strategies will you put in place to recruit and retain male and Latinx teens?

**You will have the opportunity to update the following information for your program:*

3. **Activity Name** *(Not editable. Speak to your Program Specialist regarding updates)*
4. **Program Model** *(Not editable. Speak to your Program Specialist regarding updates)*

5. **Proposed Session**
 6. **Target Enrollment**
 7. **Proposed Primary Final Product**
 8. **Proposed Location**
 9. **Proposed Check Delivery Location**
 10. **Program Assistants** (*Not editable. Speak to your Program Specialist regarding updates*)
 11. **Equipment on Site**
 12. **Other Changes**
- **NEW** - Instructors
 - **For Returning Staff:** Select “Returning ASM Instructor” (a Returning ASM Instructor is defined as a Current Instructor). Review “Contact info” to ensure the email, phone number, and other details are accurate. If any information has changed, edit and save this information. If the instructor/liaison has an updated resume, upload the resume.
 - **For New Staff:** Select “New ASM Instructor” (a New ASM Instructor is someone who did not provide programming during Summer 2019, Fall 2019, Spring 2020). Enter accurate contact information and upload a resume.
 - **For Substitute Staff:** Select: Substitute Instructor (New or Returning) and follow the previous steps for Returning or New Staff. Please note that substitute staff are assigned zero (0) hours.)

The session that each instructor will participate in (Summer only, School Year, Full Year) needs to be selected for all staff. Staff information must be entered and complete by deadline to submit the proposal: October 4, 2019).
 - Liaison (*community programs only*)

Budgeting and Contractual Documents

1. The budget section will ask for costs and itemized list of equipment and supply needs for summer and/or school year FY21 program.
2. You will be required to submit the following contractual documents at a later date, if your proposal is approved and before a contract can be issued. Failure to meet required contractual deadlines may result in non-renewal.

a. Instructors and Liaisons: will be required to complete required checklist documents and background checks before they will be approved to work in the program. The specific paperwork required for each individual instructor may vary based on whether the individual is a new or returning instructor, or other factors such as program location.

Required paperwork may include fingerprint-based background checks, mandated reporter training, program release forms, confidentiality forms, and other documents. *These additional items do not have to be completed at this time* -- a full checklist of required instructor documents will be available by March 2020.

- b. For Organizations Only (these will be required at a later date, if your proposal is approved):
 - a. Copy of Letter of Good Standing
Certificate of Insurance (listing After School Matters as an Additional Insured)

Apprenticeship Program Description Guidelines

Template

[1 sentence] Summarize the program. [1-2 sentences] Cover the skills/techniques/themes the program teaches. [1 sentence] Describe the final project/portfolio/performance and how it illustrates the skills gained through participation.

General Guidelines:

- Use present tense and include action verbs – language should be teen-friendly
- Follow KISS when writing sentences: Keep it short and simple.
- Always proofread the description and run it through spell check.

Examples:

Pottery in Pilsen

Learn how to make your own cups and plates out of clay in the Pottery in Pilsen program. Teens learn about the history of ceramics and how different pieces are created for specific purposes. Then, everyone goes to the wheel and creates their own cups, pitchers, bowls, and more, crafting each item for a specific use. At the end of the program, each teen will have a set of food-ware items that they can use, and they'll describe the purpose of their pieces at our session banquet where we dine using the items.

Karen's Karate Program

Teens in Karen's Karate Program learn and practice the fundamentals of karate. The program teaches teens about the muscles they're using and incorporates basic first aid protocol alongside the workouts. Additionally, the program will access other resources at Karen's Karate Center to provide test prep and resume writing skills for the youth. The program session will conclude with a traditional one-on-one karate tournament within the program.

The Teen Lens

The Teen Lens is a broadcast journalism program bringing a teen voice to the news. Gain insight on how a newsroom operates and develop your interviewing and reporting skills through this program. Conduct interviews, gather photos and video of events, and edit all your content to create a news clips for The Teen Lens. At the end of the program, each teen will have at least two articles published on our blog and will have participated in the production of our feature news piece.

Do Not Include:

- Stipend, Schedule, or Interview information - this is listed elsewhere
- Information about past or future terms
- Symbols, ALL CAPS, bullets/lists
- Detailed information on issues/problems the program seeks to address (instead highlight how Teens will contribute to a solution)

Internship Program Description Guidelines

Template

[1 sentence] Summarize the position and organization. [2-3 sentences] Cover the skills/competencies required of the applicant and/or the main internship duties. [1 sentence] Describe the value of the skills and experience gained through participation.

General Guidelines:

- Use present tense and include action verbs – language should be teen-friendly
- Follow KISS when writing sentences: Keep it short and simple.
- Always proofread the description and run it through spell check.
- May include desired qualifications, but not age eligibility – teens will be unable to apply if they are not eligible.
- If there are multiple intern positions at one location, briefly mention the positions available and include a note such as “Applicants will be placed in a position based on skills and aspirations as determined during an interview.”

Examples:

Urban Farm to Label

Grow your own food and create sustainable, organic health and beauty products in the Urban Farm to Label program. Teens learn how different fruits, vegetables, grains, and herbs grow and react to the climate and environment in Chicago. The farmers then plan and prepare for the changes in season and temperature to keep the crops growing well. Youth learn how to make organic, food-based products including soaps, body scrubs, hand creams, lip balms, and more. Teens also plan, promote, and host a pop-up farmer’s market stand in their community to develop marketing skills and share their products.

Real World Web Design

This internship connects groups of teens with a local non-profit organization to build, recreate or enhance their online presence through website coding. Teens gain real-world business experience by meeting with the ‘client,’ making recommendations based on their needs and building a website that works for them. This program provides a great resume and portfolio piece for a career in coding, web design, or communications. Applicants should be familiar with basic HTML and CSS when they apply.

Do Not Include:

- Wage, Schedule, or Interview information - this is listed elsewhere
- Bullets/lists – the application does not honor formatting
- Symbols, ALL CAPS
- Detailed information on issues/problems the program seeks to address (instead highlight how Teens will contribute to a solution)

RENEWAL PROCESS – (DUE October 4, 2019 by 5pm)

The Renewal Form - This form is accessible by all staff assigned to the program (e.g. Instructors, Liaisons and Contract Administrators). This form only needs to be completed by one person. Multiple people can work on the form but should not access at the same time. If you are planning on implementing multiple programs, you will need to repeat these steps for each program. This form can be saved/completed in multiple sittings.

STEP 1 – Login to Cityspan with your username and password you use to access your program.

STEP 2 – Click on Activities on the left menu.

STEP 3 – Use the term filter in upper-right corner to select the appropriate cycle

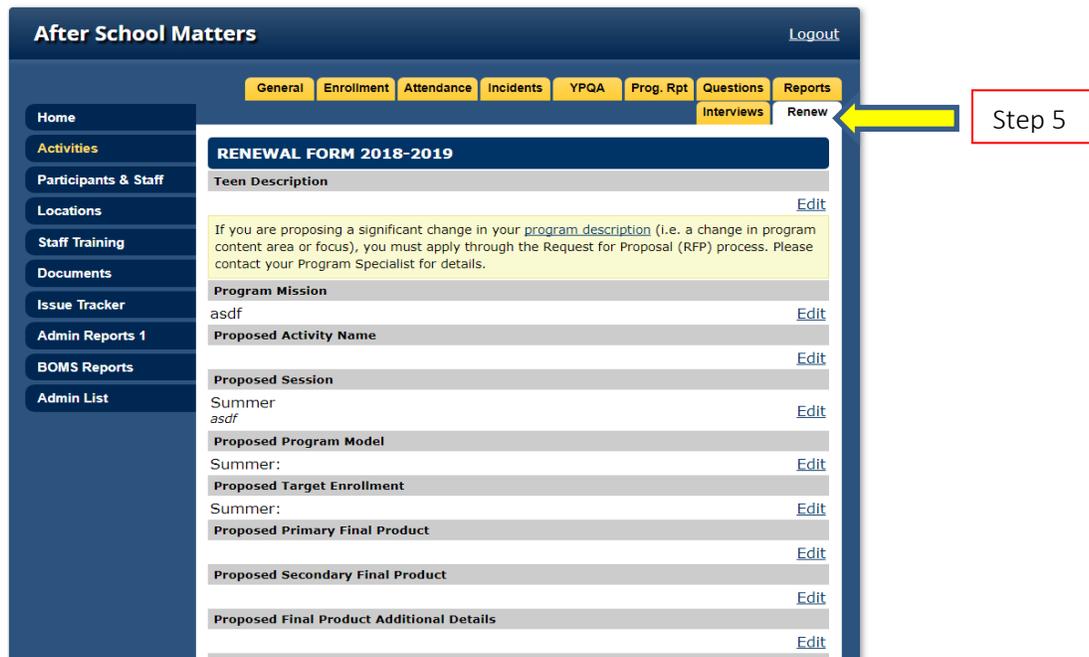
- Summer 2019 – Use this term if you have not implemented programs since Summer 2019.
- Fall 2019 – Use programs in this term if you will be implementing a school year or yearlong program.

Note: *This is based on the current year. You can use the renewal form to propose a different term for next year (e.g. if in 2019 you ran a summer-only program, but you want to run the program all year in 2019-20, you still use your Summer 2019 activity to propose)

Name	Act. ID	Begin	End
*Test Activity App@ Gallery37 Center for the Arts	3088524	10/2/17	12/15/17

STEP 4 – Click on the name of the program you want to renew.

STEP 5 – Click on the Renew tab in the upper-right corner. You will see the information below from your FY20 program displayed. Click on the Edit link beside any of the fields you propose changing for FY21 and click Save after you have entered the proposed change. Unless directed by a member of your After School Matters Program Team, you are not required to make any changes. You must provide a rationale for any changes that you choose to make.



STEP 6 – Respond to the questions under the Questions section by clicking on the Edit link under any of the questions. Be sure to click the Save link when you are done.

***Location** – If you need to add a new location, you will first be prompted to search to see if the location already exists in the Cityspan database. If it does not, you will need to enter the following:

- Location Name
- Location Type (*e.g. CPS school, community-based organization*)
- Phone
- Fax (*optional*)
- URL (*optional*)
- Address
- Do you have an existing relationship with this location?
- Who is the point of contact at this new proposed location?
- Provide rationale for your proposed change.

STEP 7 – Review the names listed under Instructors. For instructors who will remain with the program in the upcoming year, you will need to **update contact information** using the link provided. If the instructor has an updated resume, **upload the resume**.

To propose a change, use the Edit or Remove links beside the person who will no longer be instructing.

If you need to add a new Instructor, click the “Click Here to add Proposed Instructor” link. You will first be prompted to search to see if the person already exists in the Cityspan database. If they do exist, please check the box next to their name, select Instruction Term, indicate if they will be a Substitute Instructor, then click Select.

Proposed Instructor (3)

Enter the name of the instructor you are proposing, and click "Search" to see if he/she already exists in the database. Then, either choose from the search results and click "Select", or click "Add New Instructor" if he/she does not appear in the search results.
The search will return a partial match. If you are not sure how an instructor's name may appear, try just the first and/or last name. You can search multiple times.

Firstname Lastname

Search Results

PS Test Training

Instruction Term:

Substitute Instructor:

[Add New Instructor](#)

[Click here to add 'Proposed Instructor'](#)

In addition to the two previous updates, if he/she does not exist in the Cityspan database, you will need to enter and save the following:

- First Name
- Last Name
- Salutation
- Address
- Home Phone (*optional, but at least one phone number is required*)
- Work Phone (*optional, but at least one phone number is required*)
- Cell Phone (*optional, but at least one phone number is required*)
- Fax (*optional*)
- E-mail
- Profession
- # of Years in Profession
- # of Years Working w/ Youth
- Highest Degree Completed
- # Years Working in the Program Content Field
- Other Professional or Youth Development-Related Coursework or Enrichment (workshops, professional development, conferences, classes, etc.) (*optional*)
- Certifications / Associations / Awards (*optional*)

INSTRUCTORS

For Returning Staff: Review "Contact info" to ensure the email, phone number, and other details are accurate. If any information has changed, edit and save this information. If the instructor/liason has an updated resume, upload the resume.

For New Staff: Enter accurate contact information and upload a resume.

Staff information must be entered and complete by deadline to submit the proposal:
September 29, 2017.

Additional Items: If your proposal is approved, instructors and liaisons will be required to complete additional contract documents and background checks before they will be approved to work in the program. The specific paperwork required for each individual instructor/liason may vary based on whether the individual is a new or returning instructor/liason, or other factors such as program location.

Required paperwork may include fingerprint-based background checks, mandated reporter training, program release forms, confidentiality forms, and other documents. These additional items do not have to be completed at this time—a full checklist of required instructor documents will be available by March 2018.

Proposed Instructor (1)

Tess Blooming [Edit Remove](#)

Update Contact Information [\(Contact Info\)](#)

Resume [Upload](#)

[Click here to add 'Proposed Instructor'](#)

LIAISONS (Community Programs Only)

[Click here to add 'Proposed Liaison'](#)

STEP 8 (Community Programs Only) – Review the names listed under Liaisons. For Liaisons who will remain with the program in the upcoming year, you will need to:

- **Update contact information** using the link provided

To propose a change, use the Edit or Remove links beside the person who will no longer be working. If you need to add a new Liaison, you will first be prompted to search to see if the person already exists in the Cityspan database. If he/she does not, you will need to enter the same fields listed above for Instructors, except that the following are optional for Liaisons:

- Profession
- # of Years in Profession
- # of Years Working w/ Youth
- Highest Degree Completed
- # Years Working in the Program Content Field

STEP 9 –Under the Budgets section, click on the link to your summer or school-year budget to complete and submit your proposed budget(s). If you proposed to implement programs *full year*, you will be required to submit *both* a summer and school-year budget alongside your renewal.

NAVIGATING SUPPLIES

- The budget "Supplies" tab has the most commonly purchased supplies, organized by categories. "Addl Supplies" is used for anything else
- The "Search" function is limited – be sure to look through all categories carefully before moving to "Addl Supplies"
- **NEW** For best practices and considerations on completing your budget please click on the Budget Quick Tips link.
- Click [Edit](#) button in category to expand all options
- Click [Save](#) button to collapse options
- Text box is used to enter quantity

- SU20=Summer 2020
- F20=Fall 2020
- SP21=Spring 2021

Note that for items that are not consumable and can be used for one term to the next, the quantity you need should only be entered under the first term it is needed (e.g. entering 5 digital cameras in F20 and 0 in SP21 would suggest keeping the 5 fall cameras for spring).

- Drop down menu is used to identify purchaser
 - PP= The Program Provider purchases the item for reimbursement
 - A= After School Matters purchases the item and delivers it to the program. If the item is non-consumable, it is expected to be returned at the end of the program.
 - L= After School Matters Loans the item from its warehouse and delivers it to the program. If the item is non-consumable, it is expected to be returned at the end of the program.
- Click Save

After School Matters [Logout](#)

Supplies Add Supplies Submission

EDIT SUPPLIES Save Return

A&A Sports

Please use the Search box to search among items After School Matters regularly purchases for programs or use the Edit buttons to browse the lists.

Note that while at times, items are available from our Warehouse, you should consider all of these items additional costs, as most will need to be purchased new. *Only request items you need to run a successful program.*

Search

Please click [here](#) to access Budget Quick Tips and Notes

Equipment Description	Price	SU 20	F 20	SP 21	By Key	No Change	Total
OFFICE (e.g. folders, journals, batteries, pens, flash drives)							0.00
TOTAL							0.00
SERVICE (e.g. copying, dry cleaning)							0.00
Unit prices unavailable. Enter the total amount you will spend each session.							
Copying Services	1.00	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	ASM ▼	<input type="checkbox"/>	
Photo Development	1.00	<input type="text" value="10"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	PP ▼	<input type="checkbox"/>	
Dry Cleaning	1.00	<input type="text" value="5"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	ASM ▼	<input type="checkbox"/>	
TOTAL							0.00

Click here to acknowledge that this program does NOT require any supplies

Note that year-long providers will need to fill-in quantities for all 3 program sessions.

If there are any items you could not find, click on the **Add Supplies** tab at the top to enter them.

EDIT ADDITIONAL SUPPLIES

Additional Supplies (1) [Down](#) [Delete](#)

Many items you will need are on the Supplies tab. Please look there first. Please click [here](#) to access list of Non-Approved Vendors.

Product Description: Camera1

Product Number: 1234

Vendor Name: Amazon
[Click here for preferred vendors](#)

Vendor Address: https://www.amazon.com/Ball-Mason

Sourced By Key: ASM (ASM)

Unit Cost	SU20	F20	SP21	Consumable?
\$100	5	1	0	Equipment

Please note, fields cannot be left blank. Please enter a number or text.

Product Notes: New or used

Additional Supplies (2) [Up](#) [Down](#) [Delete](#)

- Enter the following information:
 - Product Description – the item you need (e.g. 8” mixing bowl)
 - Product Number – the sku or other unique number that allows it to be found at the vendor you will enter below
 - Vendor Name – the name of the company that sells the item (Click the link for a list of non-approved vendors)
 - Vendor Address – the address where the company sells the item (*this can be a Web address*)
 - Unit Cost – the unit price at which the Vendor is currently selling the item
 - Review the “Sourced By Key” (see above for more details)
- Enter the quantity needed each term.
- Select the appropriate item from the drop-down under Consumable:
 - Supplies – for items that will be used up by the program (e.g. paper)
 - Equipment – for items that can be used over and over again (e.g. cameras)
- Include additional notes about the product if necessary
- If you have additional items that you need that were not on the Supplies tab, click on the link that reads: Click here to add 'Additional Supplies'.
- Please note, fields cannot be left blank. Please enter number or text.
- Click the Save button in the upper-right corner.

The last step in completing your budget is to go to the **submission** tab. This tab will show you:

- A breakdown of all supplies and additional supplies requests
- Total amount of your proposed budget for next year
- Total amount of your current budget for this year. Click *2019 – 2020 Budget Total* to open the budget for this year

- Total amount of your actual expenditures from last year

Supplies Add Supplies Submission

PROPOSAL BUDGET SUMMARY
Save Return

Supplies	
OFFICE	0.00
SERVICE	0.00
Additional Supplies (1) Delete	
Product Description	
Unit Cost	\$
Summer Quantity	
Fall Quantity	
Spring Quantity	
TOTALS	
2020-2021 Proposed Budget Total	0.00
<u>2019-2020 Budget Total</u>	N/A
2018-2019 Actual Expenditures	N/A
<i>Please note! Your program budget should not exceed the 2019-2020 Budget Total.</i>	
Proposal Budget Notes	
<i>If you are requesting an increase in supplies, please provide justification below.</i>	

Please note your program budget should not exceed 2019-2020 Budget Total. Use the proposed budget notes to make the case for an increase to your supply budget.

After reviewing all information, complete the attestations, type your name to provide your electronic signature, and click the **Sign and Submit** button at the bottom of the page.

You will be returned to your program renewal page. To submit your full renewal, click the Submit button under Submission.

SUBMISSION

ADDITIONAL SUPPORT

CITYSPAN HOTLINE – *Applicants that require computer technical assistance in navigating the online Cityspan proposal or downloading documents can use either of the following resources:*

Cityspan Help Desk Monday through Friday 10:00 a.m. – 7:00 p.m. Phone: 866-469-6884	Issue Tracker (online support) 1. Click “Issue Tracker” on the left menu when you are logged into Cityspan. 2. Click “New Issue.” 3. Enter your question in the text box and click “Save & Return.” 4. A response will be provided within two business days. The response will be posted under Issue Tracker within the system <u>and</u> sent via e-mail.
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Applicants that have content-related proposal questions can contact a member of the program staff. A directory of staff can be found on our website at: <http://www.afterschoolmatters.org/about-us/our-people/>.