

PROGRAM SCHEDULE

All Programs	
Fall 2023 Start Date	Monday, September 25, 2023
Fall 2023 End Date	Saturday, December 9, 2023

STIPEND SCHEDULE

Period	Period Dates	Stipend Date
P1	Sep 25 – Oct 21	Friday, October 27
P2	Oct 22 – Nov 11	Friday, November 17
P3	Nov 12 – Dec 9	Friday, December 15

PROGRAM MODELS STIPEND INFO

Program Model	Period 1 Stipend	Period 2 Stipend	Period 3 Stipend	Total Stipend	Absences Allowed Remote	Absences Allowed In-person
Pre-apprenticeship	\$66	\$67	\$67	\$200	2	2
Pre-apprenticeship Assistant*	\$166	\$167	\$167	\$500	2	2
Apprenticeship	\$108	\$108	\$109	\$325	3	4
Apprenticeship Assistant*	\$250	\$250	\$250	\$750	3	4
Advanced Apprenticeship	\$141	\$142	\$142	\$425	3	4
Advanced Apprenticeship Assistant*	\$250	\$250	\$250	\$750	3	4
Outreach Assistantship*	\$250	\$250	\$250	\$750	3	4

* Age restriction: Teens must be 16+ to participate

SPECIAL INITIATIVE STIPEND INFO

Program Initiative	Period 1 Stipend	Period 2 Stipend	Period 3 Stipend	Total Stipend	Absences Allowed Remote	Absences Allowed In-person
8 th Grader	-	-	\$100	\$100	1	1
5 Week Single Day	-	\$100	-	\$100	1	1
5 Week Single Day Assistant*	-	\$250	-	\$250	1	1
Immersion	-	\$50	\$50	\$100	1	1
Immersion Assistant*	-	\$125	\$125	\$250	1	1

* Age restriction: Teens must be 16+ to participate

INTERN PAY SCHEDULE

Pay Period	Period Dates	Pay Date
1	September 17 – September 30	Friday, October 6, 2023
2	October 1 – October 14	Friday, October 20, 2023
3	October 15 – October 28	Friday, November 3, 2023
4	October 29 – November 11	Friday, November 17, 2023
5	November 12 – November 25	Friday, December 1, 2023
6	November 26 – December 9	Friday, January 12, 2024

Remote Programs

After School Matters Netiquette

- I will practice internet safety (use trusted sources for research and keep my password and log-in information secure).
- I will report threatening or offensive materials to my instructor.
- I will be kind in my interactions with others online and create a positive digital footprint.
- I understand that it is inappropriate AND against the law for me to violate copyright laws; plagiarize; send, access, upload, download, or distribute explicit material.
- I understand that all my internet activity leaves a digital trail. I should NOT assume that all material or data on my device is private or confidential.
- I understand that inappropriate use, including cyberbullying and use of inappropriate materials may lead to dismissal from the program.
- I will use my voice and power to create a safe space.

ASM Teen Participation Expectations

- I will be ready to start on DAY ONE with this program checklist:
 - Activate my ASM Google Account
 - Join my ASM Google Classroom
 - Verify my supply delivery with my instructor
 - Sign my TEEN Program Consent and Acknowledgement Release
- I will use my ASM Gmail Account.
- I will participate in scheduled group sessions.
- I will complete and submit independent projects to Google Classroom.

4 STEPS TO GETTING PAID!

I have entered a verified SSN/ITIN and a valid city of Chicago address in my application.

My parent/guardian signed the PACR (Program Acknowledgement, Consent, and Release) electronically or emailed a copy to my instructor.

I have no more than a maximum of four absences (for those attending in-person programs) or three absences (for those meeting remotely).
*see program model table for maximum allowed absences

After School Matters will provide you a Wisely ADP card for FREE and will load your stipend on this card OR you can apply for direct deposit.

*To be eligible for a stipend by the end of each period, teens must participate in a program through the end of a period. If a teen drops a program before the end of the period, then they forfeit their stipend for the period. For example, a stipend period covering 6/20 – 7/8, if you are dropped on 7/8, you will not be eligible for that period's stipend.

HAVE A CONCERN OR COMPLAINT?

After School Matters has procedures for teens to resolve any complaints concerning the program. These complaints could relate to program and instructor quality, inappropriate behavior, unfair treatment, discrimination, fraud, requests for you to pay a participation fee, abuse, or harassment, among other complaints.

If you are not comfortable bringing your complaint to your instructor, liaison, or site supervisor, or feel they have not adequately resolved your complaint, you may email After School Matters at incident@afterschoolmatters.org or contact the Director of Program Quality and Compliance at 312-702-8585. After School Matters takes all complaints seriously and will work with you to address them in a timely manner.

PROGRAM ATTENDANCE EXPECTATIONS

	Program Model	Total Allow Absences		Stipend Amount
		Remote	In-Person	
Traditional Model	Pre-Apprenticeship	2	2	\$200
	Apprenticeship	3	4	\$325
	Advanced Apprenticeship	3	4	\$425

- Contact your instructor if you'll be late—unexcused tardiness may be counted as an absence.
- Have written permission from your parent or guardian if you will be absent or leave early.

WHAT'S EXPECTED OF ME IN MY PROGRAM?

1. **WORK ETHIC:** be prepared, meet deadlines, and understand responsibilities.
2. **RESPECT:** be supportive of others, take care of equipment, and develop good relationships.
3. **SAFETY:** follow rules, cooperate to maintain internet safety.
4. **BE AN AMBASSADOR:** be positive. Represent professionalism and excellence in all environments, remote or otherwise.

All After School Matters interns and assistants must be at least 16 years old on the day that program begins. Anyone younger than 16 cannot participate in either an After School Matters internship or assistantship.

For the full version of the Fall 2023 Teen Manual, please go to <https://afterschoolmatters.org/resources/>.

CONTACT US

Teen Application Questions: 312-768-5200 | supportteens@asmprograms.org

General Questions: 312-768-5200 | info@afterschoolmatters.org

Stipend Information: 312-768-5199 | teenstipends@afterschoolmatters.org

Para más información en español: 312-846-7106 | espanol@afterschoolmatters.org