

**PROGRAM SCHEDULE**

	All Programs
<b>Start Date</b>	Monday, June 24, 2024
<b>Non-Program Days</b>	Independence Day: Thursday, July 4 - Friday, July 5, 2024
<b>End Date</b>	Friday, August 2, 2024

**STIPEND SCHEDULE**

Period	Period Dates	Stipend Date
<b>P1</b>	June 17 – July 7	Friday, July 12
<b>P2</b>	July 8 – August 4	Friday, August 9

**PROGRAM MODELS STIPEND INFO**

Program Model	Period 1 Stipend	Period 2 Stipend	Total Stipend	Absences Allowed Remote	Absences Allowed In-Person
Pre-apprenticeship	\$187	\$188	\$375	2	4
Pre-apprenticeship Assistant*	\$485	\$485	\$970	2	4
Apprenticeship	\$210	\$210	\$420	2	4
Apprenticeship Assistant*	\$647	\$648	\$1,295	2	4
Chicagobility Apprenticeship	\$225	\$225	\$450	2	4
Chicagobility Apprenticeship Assistant*	\$810	\$810	\$1,620	2	4
Advanced Apprenticeship (Remote)	\$400	\$400	\$800	2	-
Advanced Apprenticeship (In-Person)	\$810	\$810	\$1,620	-	4
Outreach Assistantship*	\$425	\$425	\$850	2	4

\* Age restriction: Teen must be 16+ by the first day of program to participate

**SPECIAL INITIATIVE STIPEND INFO**

Program Initiative	Period 1 Stipend	Period 2 Stipend	Total Stipend	Absences Allowed Remote	Absences Allowed In-person
Single Day	\$125	\$125	\$250	1	1
Single Day Assistant*	\$162	\$162	\$325	1	1
Learn and Earn	\$300	\$300	\$600	2	4
Peoples Gas/ComEd	\$425	\$425	\$850	2	4
South Shore Related Mural	\$825	\$825	\$1,620	2	4
Immersion	\$125	\$125	\$250	1	1
Immersion Assistant*	\$162	\$162	\$325	1	1

\* Age restriction: Teen must be 16+ by the first day of program to participate

**PAY AMOUNT**

WAGE-BASED PROGRAMS	
Internship*	\$15.80 per hour

\* Age restriction: Teen must be 16+ by the first day of program to participate

**INTERN PAY SCHEDULE**

Pay Period	Period Dates	Pay Date
P1	June 2 – June 15	Friday, June 21, 2024
P2	June 16 – June 29	Friday, July 5, 2024
P3	June 30 – July 13	Friday, July 19, 2024
P4	July 14 – July 27	Friday, August 2, 2024
P5	July 28 – August 10	Friday, August 16, 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 cannot exceed the maximum number absences allowed within my program model.  
\*Refer to page 1 and 2 for the table that states the maximum allowed absences per program model.

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. The deadline for direct deposit is **07/31/2024**.

### PROGRAM ATTENDANCE EXPECTATIONS

	Program Model	Total Allow Absences		Stipend Amount
		Remote	In-Person	
<b>Traditional Model</b>	Pre-Apprenticeship	2	4	\$375
	Apprenticeship	2	4	\$420
	Advanced Apprenticeship (Remote)	2	-	\$800
	Advanced Apprenticeship (In-Person)	-	4	\$1,620

- Contact your instructor if you'll be late—unexcused tardiness may be counted as an absence.

\*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 06/20 – 07/08, if you are dropped on 07/08, 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, please contact the Director of Program Quality and Compliance, Jocelyn Moralde, at [jocelyn.moralde@afterschoolmatters.org](mailto:jocelyn.moralde@afterschoolmatters.org). After School Matters takes all complaints seriously and will work with you to address them in a timely manner.

### 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 Summer 2024 Teen Manual, please go to <https://afterschoolmatters.org/resources/>.

### CONTACT US

**For any questions, comments, or concerns, please visit the After School Matters Help Center and submit a request form [here](#), and someone from our support staff will be in touch!**