

PROGRAM SCHEDULE

All Programs	
Spring 2023 Start Date	Monday, February 27, 2023
Spring 2023 End Date	Saturday, May 13, 2023

STIPEND SCHEDULE

Period	Period Dates	Stipend Date
P1	Feb 27 – Mar 18	Friday, March 24
P2	Mar 19 – Apr 15	Friday, April 21
P3	Apr 16 – May 13	Friday, May 19

SPECIAL INITIATIVE STIPEND INFO

Program Initiative	Period 1 Stipend	Period 2 Stipend	Period 3 Stipend	Total Stipend	Absences Allowed Remote	Absences Allowed In-person
5 Week Single Day	-	\$100	-	\$100	1	1
10 Week Single Day	-	\$100	\$100	\$200	2	2
Immersion	-	\$50	\$50	\$100	2	2
Spring Preview	-	-	-	\$100	0	0

INTERN PAY SCHEDULE

Pay Period	Period Dates	Pay Date
1	Feb 19 – Mar 4	Friday, March 10, 2023
2	Mar 5 – Mar 18	Friday, March 24, 2023
3	Mar 19 – Apr 1	Friday, April 7, 2023
4	Apr 2 – Apr 15	Friday, April 21, 2023
5	Apr 16 – Apr 29	Friday, May 5, 2023
6	Apr 30 – May 13	Friday, May 19, 2023

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 four absences (for those attending in-person programs) or three absences (for those meeting remotely)

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.

PROGRAM ATTENDANCE EXPECTATIONS

	Program Model	Total Allow Absences		Stipend Amount
		Remote	In-Person	
Traditional Model	Pre-Apprenticeship	3	4	\$275
	Apprenticeship			\$325
	Advanced Apprenticeship			\$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.

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 312-768-5200. 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 Spring 2023 Teen Manual, please go to: <https://www.afterschoolmatters.org/teens/resources-for-teens/>, then click on the tab "Documents".

CONTACT US

Teen Application Questions: 312-768-5200 | applications@afterschoolmatters.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