**Who’s Who?**

|  |  |
| --- | --- |
| Issue or Concern | Support Contact |
| Communications - Flyers and Social Media | Chata Pratt- Chata.Pratt@afterschoolmatters.org |
| Contracts (Community Based Organizations) | Sophie Johannes- Sophie.Johannes@afterschoolmatters.org |
| Offer Letters (Employee Instructors) | Jessica Burg- Jessica.Burg@afterschoolmatters.org |
| Daytime Exploration Programs | Kasumi Kato- Kasumi.Kato@afterschoolmatters.org |
| Facilities, Storage, Program Space Support | Bernita Otis- Bernita.Otis@afterschoolmatters.org |
| Gallery Walk @ Gallery 37 | Eboni Sloane- Eboni.Sloane@afterschoolmatters.org |
| Field Trips and Visiting Artists | Your assigned Program Specialist (**see next page)** |
| Food Service | Bernita Otis- Bernita.Otis@afterschoolmatters.org |
| Instructor Attendance | Your assigned Program Specialist (**see next page)** |
| Instructor Payroll | Your assigned Program Specialist (**see next page)** |
| Intrinsic School Programs | Eboni Sloane- Eboni.Sloane@afterschoolmatters.org |
| Professional Development | Emily.Nott@afterschoolmatters.org |
| Program Budgets (updates) | Your assigned Program Specialist **(see next page)** |
| Program Enrollment (add and drop) | Your assigned Program Specialist **(see next page)** |
| Program Quality | Rashaan Meador- Rashaan.Meador@afterschoolmatters.org |
| Program Supplies (Status/Needs) | Your assigned Program Specialist (**see next page)** |
| Recruitment & Enrollment Support, Interviews | Chata Pratt- Chata.Pratt@afterschoolmatters.org |
| Receipts (credit card program) | Receipts@afterschoolmatters.org |
| Reimbursements, Invoices, Expenses | Your assigned Program Specialist (**see next page)** |
| Sign Language Interpreters | Kelsey Kirkpatrick- Kelsey.Kirkpatrick@afterschoolmatters.org |
| Forte | Kasumi Kato- Kasumi.Kato@afterschoolmatters.org |
| Social Media Shout-outs | Seneca Coley- Seneca.Coley@afterschoolmatters.org |
| Supply Delivery | Jay Moore- Jay.Moore@afterschoolmatters.org |
| Technology | Joshua Waller- Joshua.Waller@afterschoolmatters.org |
| Teen Attendance | Chata Pratt- Chata.Pratt@afterschoolmatters.org |
| Teen Communications | Chata Pratt- Chata.Pratt@afterschoolmatters.org |
| Teen Documents and Checklists | Chata Pratt- Chata.Pratt@afterschoolmatters.org |
| Teen Identification | Bernita Otis- Bernita.Otis@afterschoolmatters.org |
| Teen Payroll | TeenStipends@afterschoolmatters.org |
| Teen Surveys | Your assigned Program Specialist (**see next page)** |
| Teen Transportation | Bernita Otis- Bernita.Otis@afterschoolmatters.org |
| Volunteer Coordination | Bernita Otis- Bernita.Otis@afterschoolmatters.org |

**Program Specialist Assignments**

|  |  |
| --- | --- |
| **Kasumi Kato**  **Kasumi.Kato@afterschoolmatters.org** | **Eboni Sloane  Eboni.Sloane@afterschoolmatters.org** |
| Advanced Darkroom Photography Art Lab 2D Design  Astronomy and Space Culinary Arts  Digital Visionaries- Graphic Design  DJ Foundations  ChiTeen Lit Fest Marketing Team  HHW Vocal Arts Touring Ensemble  Musical Theatre Experience  Musical Theater Set Design  Painting on Canvas  Secure the Bag  Studio Screen-printing  Teen Learning Lab @ Shedd Aquarium True Star Marketing  Urban Teen Growers: Chicago Botanic Garden  Yoga  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Daytime Diverse Learner Programs | Advanced Drawing and Painting Portfolio  Advanced Video Production  ASM Youth Radio Creative Writing Creator Jewelry Design  FMC Dance Collaborative  Film Foundations  Glass Mosaic Project  GlobalGirl Media – Chicago Move Me Soul Dance  Nu Sounds Studio  *Social Media – Hashtags and Handles*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Intrinsic Charter School Programs |

Key:

* *Italics: New Instructor(s)/New Programs*
* Underlined: Off Site