

# Downtown Programs Team 2019-20

## 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 ( <b>see next page</b> )
Food Service	Bernita Otis- Bernita.Otis@afterschoolmatters.org
Instructor Attendance	Your assigned Program Specialist ( <b>see next page</b> )
Instructor Payroll	Your assigned Program Specialist ( <b>see next page</b> )
Intrinsic School Programs	Eboni Sloane- Eboni.Sloane@afterschoolmatters.org
Professional Development	Emily.Nott@afterschoolmatters.org
Program Budgets (updates)	Your assigned Program Specialist ( <b>see next page</b> )
Program Enrollment (add and drop)	Your assigned Program Specialist ( <b>see next page</b> )
Program Quality	Rashaan Meador- Rashaan.Meador@afterschoolmatters.org
Program Supplies (Status/Needs)	Your assigned Program Specialist ( <b>see next page</b> )
Recruitment & Enrollment Support, Interviews	Chata Pratt- Chata.Pratt@afterschoolmatters.org
Receipts (credit card program)	Receipts@afterschoolmatters.org
Reimbursements, Invoices, Expenses	Your assigned Program Specialist ( <b>see next page</b> )
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 ( <b>see next page</b> )
Teen Transportation	Bernita Otis- Bernita.Otis@afterschoolmatters.org
Volunteer Coordination	Bernita Otis- Bernita.Otis@afterschoolmatters.org

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## Program Specialist Assignments

<p style="text-align: center;"><b>Kasumi Kato</b>  <a href="mailto:Kasumi.Kato@afterschoolmatters.org">Kasumi.Kato@afterschoolmatters.org</a></p>	<p style="text-align: center;"><b>Eboni Sloane</b>  <a href="mailto:Eboni.Sloane@afterschoolmatters.org">Eboni.Sloane@afterschoolmatters.org</a></p>
<p>Advanced Darkroom Photography            Art Lab 2D Design            Astronomy and Space            Culinary Arts            Digital Visionaries- Graphic Design            DJ Foundations  <u>ChiTeen Lit Fest Marketing Team</u>            HHW Vocal Arts Touring Ensemble            Musical Theatre Experience            Musical Theater Set Design            Painting on Canvas            Secure the Bag            Studio Screen-printing  <u>Teen Learning Lab @ Shedd Aquarium</u>  <u>True Star Marketing</u>            Urban Teen Growers: Chicago Botanic Garden            Yoga</p> <hr/> <p>Daytime Diverse Learner Programs</p>	<p>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  <i>Social Media – Hashtags and Handles</i></p> <hr/> <p>Intrinsic Charter School Programs</p>

Key:

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