

**PROGRAM SCHEDULE**

	All Programs
Fall 2022 Start Date	Monday, October 03, 2022
Fall 2022 End Date	Saturday, December 17, 2022

**STIPEND SCHEDULE**

Period	Period Dates	Stipend Date
P1	Oct 3 – Oct 22	Friday, Oct 28
P2	Oct 23 – Nov 12	Friday, Nov 18
P3	Nov 13 – Dec 17	Friday, Dec 23

**INTERN PAY SCHEDULE**

Pay Period	Period Dates	Pay Date
1	Oct 3 – Oct 8	Friday, October 14, 2022
2	Oct 9 – Oct 22	Friday, October 28, 2022
3	Oct 23 – Nov 5	Friday, November 11, 2022
4	Nov 6 – Nov 19	Friday, November 25, 2022
5	Nov 20 – Dec 3	Friday, December 9, 2022
6	Dec 4 – Dec 17	Friday, December 23, 2022

## Remote Programs

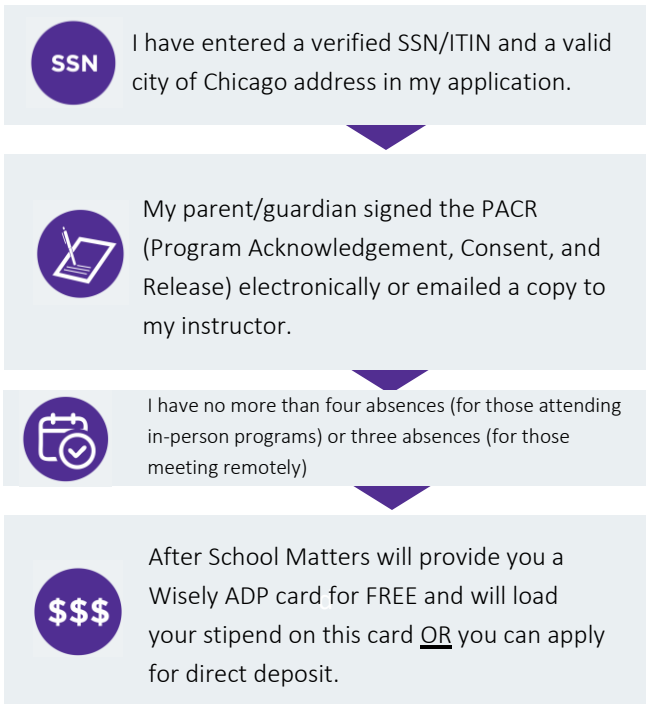
### After School Matters Netiquette

- 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 Fall 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!



### 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](mailto: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.

### 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.

### 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 2022 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](mailto:applications@afterschoolmatters.org)

**General Questions:** 312-768-5200 | [info@afterschoolmatters.org](mailto:info@afterschoolmatters.org)

**Stipend Information:** 312-768-5199 | [Teenstipends@afterschoolmatters.org](mailto:Teenstipends@afterschoolmatters.org)

**Para más información en Español:** 312-846-7106 | [espanol@afterschoolmatters.org](mailto:espanol@afterschoolmatters.org)