



Dear Program Provider,

Welcome to the After School Matters Program Providers Newsletter! This monthly newsletter will share updates, resources, and instructional strategies, as well as celebrate the successes of our teens and build community among our program providers. Enjoy!

## Program Updates & Reminders

### Request for Proposals Process

After School Matters will be seeking new Independent Instructors and Community-Based Organizations interested in providing after-school and summer programs during the Summer 2018, Fall 2018 and Spring 2019 program sessions.

#### NEW this year!

Separate processes for Independent Instructors and Community-Based Organizations:

- **Independent Instructors** can apply here directly: [afterschoolmatters.applytojob.com](https://afterschoolmatters.applytojob.com) starting mid-October for Instructor job openings.
- **Due to the high number of continuing and renewed programs, the Targeted RFP for New Program Providers (Community-Based Organizations) will be by invitation only.** Invited Community-Based Organizations will receive email instructions about accessing the *Intent to Apply* form.

For more information, visit the After School Matters website at [afterschoolmatters.org/program-providers](https://afterschoolmatters.org/program-providers).

### Action Required: New I-9 Forms for Interns/Assistants

Teens participating in After School Matters Internship programs or acting as an intern/assistant in any apprenticeship program are required to sign an I-9 form. Starting Monday, September 18, 2017, the revised form with a revision date of 7/17/2017 N must be signed by all **new** interns and assistants.

Click [here](#) to download the new I-9 form. This form is also available in the Documents section in Cityspan.

## Reminder: Important Policy Update

**Field Trip Forms:** After School Matters program participants - including those 18 years and older - must get their parents' or guardians' written permission to be eligible to attend a field trip. There is one exception to this: unaccompanied youth (youth who are not in the physical custody of a parent or guardian) who are 18 or older may provide written consent on their own behalf.

**PACR:** Teens who are new to After School Matters - including those 18 years and older - must obtain their parents' or guardians' signature on their Program Acknowledgement, Consent, and Release (PACR) Form. There is one exception to this: unaccompanied youth (youth who are not in the physical custody of a parent or guardian) who are 18 or older may provide written consent on their own behalf. Please note that we will not ask any teen who already has a PACR on file to update it or get a version with a parent's signature. Click [here](#) for the latest Apprentice PACR and click [here](#) for the latest Intern/Assistant PACR. These forms are also available in Cityspan.

### Important Dates & Deadlines

**Monday, October 2, 2017** - Teen Interview Outcomes due in Cityspan

**Monday, October 16, 2017** - Deadline for instructors to RSVP for Branch PD

**Friday, October 20, 2017** - Fall 2017 Teen Application closes

Click [here](#) for the After School Matters 2017 - 2018 Program Calendar.



## Opportunities & Resources for Teens

### Chicago Architecture Biennial

The Chicago Architecture Foundation, the signature partner of the Chicago Architecture Biennial, is providing access to the Biennial through free community-based programs for teachers and young people ages 12 - 21 across Chicago. Click [here](#) for more information about opportunities for both students and educators.

### KIND Schools Challenge

The KIND Foundation, in partnership with Making Caring Common, is launching the second annual KIND Schools Challenge. The challenge asks students to design a project to make their school community kinder and more inclusive. 10 finalists will be selected to bring their ideas to life. Click [here](#) for more information and click [here](#) for a printable flier about the opportunity. Submissions will be accepted until Friday, October 20, 2017.

### WorldChicago Youth Diplomats

WorldChicago Youth Diplomats is an eight month experiential learning program that will explore global issues, build leadership and cross-cultural communication skills, and introduce students to college and career options in international affairs, development, and diplomacy. Participants will also serve as peer ambassadors to WorldChicago's international youth exchange students from Southern Asia, the Middle

East, Cuba, and the UK.

There is no fee to participate in Youth Diplomats; participants will be selected through a merit-based application and interview process. For more information and to apply, [click here](#). Applications are due by Wednesday, November 1, 2017.

Check out more [teen opportunities](#) at [afterschoolmatters.org](#).

## Opportunities & Resources for Providers

### #LightsOnAfterSchool

As part of a national initiative to show the importance after-school programming, After School Matters is taking to social media on Thursday, October 26 for [#LightsOnAfterschool](#). We're asking you to take pictures of your program(s) and post them using the Lights On Afterschool hashtags (and ours, too!). Let us know what after-school programs mean to you by using [#LightsOnAfterschool](#), [#LightsOnIL](#) and [#TeensMATTER](#).

### Rapid Response Training: Building Resilience of Refugee/Immigrant Children and Families

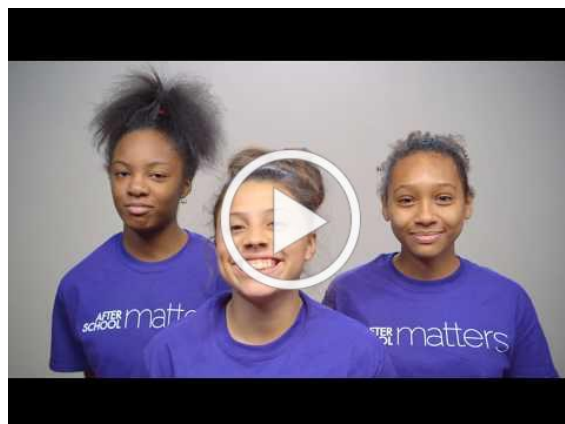
The [Center for Childhood Resilience](#) cordially invites you to attend a free training entitled, [Rapid Response Training: Building Resilience of Refugee/Immigrant Children and Families](#). The training will be offered in both October and November.

This training is designed to help community providers/members recognize and respond to signs and symptoms of distress and crisis for populations impacted by the current socio-political environment. For more information, click [here](#).

### After School Development Conference

The fourth annual After School Development Conference is a free conference for leaders and practitioners in education, after school, and non-profits who are invested in creating high-quality after school programs for Chicago's inner-city youth and building the field of after school in Chicago. This year's conference, which will take place on Friday, November 3, 2017, will feature panel discussions, interactive workshops, and a networking lunch. For more information, click [here](#) or view the conference flier [here](#).

### Principal Appreciation Campaign



Great public schools change lives, and research tells us that principals play a critical role in student success. That's why [The Chicago Public Education Fund \(The Fund\)](#) and [Chicago Public Schools \(CPS\)](#) has launched a citywide [Principal Appreciation Campaign](#) starting Monday, October 16, in conjunction with National Principal Appreciation Week. Please help us thank a principal you work with by sharing a photo or video on



social media to show your #PrincipalPrideCHI.

## Support Services Directory

As you build relationships with young people, it's important to remember when and how you can provide additional support if it's needed! If a young person needs additional resources, you can use the [Support Services Directory](#) After School Matters has created to help connect them with resources in their community. If you need to provide a young person with additional support, remember to **always** loop in your Program Specialist. Please also note your status as a [mandated reporter](#) as well.

### Instructional Strategy of the Month

#### Zip Zap Zop

Zip Zap Zop is an energizer that can help your group re-focus, and come together before or after an activity. Instructors can use this activity as a response to a lull in the group's energy, between activities, or after a break. Click [here](#) for step-by-step instructions!

If you want to discuss this tool or additional facilitation and instruction strategies, contact Emily Nott, Manager of Professional Development at [emily.nott@afterschoolmatters.org](mailto:emily.nott@afterschoolmatters.org) or 312-702-8591.

#### Safety First!

**Mandated Reporter:** As a mandated reporter, you are required to report reasonable suspicion of child abuse or neglect to the DCFS Hotline: 1-800-25-ABUSE. For more information about your obligations, you can review the [Manual for Mandated Reporters](#).



#### Teen Stipend Reminders

##### Wintrust Bank

**Teens are able to cash their stipend checks for free at any Chicagoland Wintrust Bank!**

Teens can find the nearest Wintrust Bank location [here](#).

##### Urban Partnership Bank

**Teens are able to cash their stipend checks for just \$1 at any Chicagoland Urban Partnership Bank!** Teens can find the nearest Urban Partnership Bank location [here](#).

School IDs, State IDs and Driver's Licenses will be accepted as forms of identification for cashing checks at both banks.

##### Contact Us!

You can reach the **Teen Stipend Hotline** at **312-768-5199** or [email us](#).

##### Comuníquese Con Nosotros

Para mas información en español, llámenos al **312-846-7106** o mándenos un correo electrónico a [espanol@afterschoolmatters.org](mailto:espanol@afterschoolmatters.org).

**Thank you for showing teens they matter.**

Connect with us on social media for more program highlights.



# #TeensMATTER

