



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

Roll-Over Deadline

Summer program providers who are continuing into the Fall session have the option of rolling over select teens who would like to continue participating in your program. Those teens will not need to go through the full application process.

The deadline for rolling over teens in Cityspan is **Saturday, August 19 at 5:00 pm CT**. Teens can be rolled over into your Fall program in Cityspan through the **Manual Enroll** button on your Enrollment tab. [Instructions here](#).

End of Summer 2017 Session Document Submission

Summer 2017 Documents are due **Monday, August 28, 2017**. This includes:

1. Expense Report (CBOs only - submitted via Cityspan)
2. Certification Letter (CBOs only - submitted via Cityspan)
3. Teen Documents (submitted in person to the After School Matters Finance Team at 66 E. Randolph St., 4th Floor, Monday through Friday from 9am-5pm):
 - **Attendance Sheets:** Must be signed by teens on each day of program.
 - **Program Acknowledge, Consent, and Release (PACR) Forms:** New teens must complete the PACR at the start of the program. Returning teens who have a PACR on file do not have to re-submit.
 - **Copy of Social Security Card/ITIN (if collected):** Providers ***do not*** have to make copies of SS Cards/ITIN to enroll a teen. ***If*** you make copies, submit them with your teen documents, if you haven't already shredded them.
 - **Visual Artist Rights Act (VARA) Waiver (if instructor requires it)**
 - Documents required for interns and assistants only:
 - Form I-9 and copies of supporting documentation

- Illinois W4
- Federal W4

Important Dates & Deadlines

Friday, August 25, 2017 - Instructor Program Reports due in Cityspan (Summer)

Friday, August 25, 2017 - Teen and Instructor Summer 2017 surveys close

Monday, August 28, 2017 - CBO Summer 2017 Expense Reports, Certification Letters and Teen Documents due

Tuesday, August 29, 2017 - N/NW Branch Fall 2017 Orientation, 10am - 12pm

Tuesday, August 29, 2017 - S/SW Branch Fall 2017 Orientation, 4pm - 6pm

Wednesday, August 30, 2017 - Downtown Branch Fall 2017 Orientation



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

Opportunities & Resources for Teens

Chicago Shakespeare in the Parks

Now in its sixth year, the FREE FOR ALL Chicago Shakespeare in the Parks tour heads out for another summer. This free, 75-minute abridged production of *Romeo and Juliet* is coming to neighborhood parks across the north, west and south sides of the city. Click [here](#) for more information.

Bottom Line Access Program

Bottom Line is accepting applications from rising high school juniors for their College Access Program. Participants receive support from Bottom Line through the college application process during their senior year. Students can apply by clicking [here](#).

Be Inspired Grants

The Walt Disney Company, in partnership with ABC-7 Chicago and Youth Service America, are recognizing young change makers in Chicago with \$500 Be Inspired grants. Now through September 30, students aged 5 – 18 years old can apply for a grant by visiting www.abc7chicago.com and clicking on the Summer of Service banner on the home page. For more information, visit the Summer of Service Toolkit [here](#).

YoungArts Fellows

The 2017 YoungArts application is now open!

Do you have teens who are visual, literary, design, or performing artists between the ages of 15-18? Encourage them to apply to the YoungArts national arts competition!

Through YoungArts, teens can:

- Receive up to \$10,000 in cash awards
- Take master classes with accomplished artists in their field
- Become eligible for nomination as a U.S. Presidential Scholar in the Arts
- Receive a lifetime of mentoring and professional support
- Achieve national recognition

[Learn more & apply!](#)

Applications are open until Friday, October 13, 2017.

Opportunities & Resources for Providers

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. We have provided a directory for Counseling and Case Management Services, Homelessness Services, Domestic Violence and Sexual Assault Services, and Immigrant and Refugee Services by community area and branch, with contact information. 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

Gratitude Web

As your group adjourns, it's critical to give them time to reflect on what they've learned, thank one another for the experience, and recognize one another's accomplishments. One reflection activity you can use is the **gratitude web**.

For this activity, you will need a ball of yarn. Scissors and large beads are optional.

Bring your group into a standing circle. You as the facilitator can start. Explain that you will be tossing the ball of yarn to someone (preferably not next to you) and saying something you appreciate about that person. The receiver of the appreciation holds the yarn, selects another person and shares something they appreciate about someone else in the group. That person also holds the yarn, and a web forms. The web continues until everyone has been appreciated once. At the end, have everyone hold the web while you share your thoughts on the session ("This web represents the care and appreciation we share for one another. Thank you all for an incredible session.")

Finally, teens can cut their piece of yarn and everyone can wrap their piece on their wrist to remember the appreciation. If you like, you can have wooden or plastic beads available for teens to add to their remembrance. Click [here](#) for an example of what this activity looks like in action.

If you want to discuss this activity or additional facilitation and instruction strategies, contact Emily Nott, Manager of Professional Development at emily.nott@afterschoolmatters.org or 312-702-8591.

Safety First!

Eliminate Tripping Hazards: Clean up spills promptly. Make sure chairs are pushed in when teens are moving around. Keep items put away when not in use to prevent tripping.

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](#).

Thank you for showing teens they matter.

Connect with us on social media for more program highlights.



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