



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

### Fall 2017 Enrollment Deadline

**All Fall 2017 program rosters must be finalized and entered into Cityspan by 5:00pm CST on Saturday, September 23, 2017.**

Exceptions will not be made. Adherence to this deadline is crucial because of the teen enrollment notification schedule. On September 25, ALL teens who have applied to your program will receive an email notifying them of their enrollment status - PLACED or NOT PLACED.

Any teens who have not been enrolled by September 23 will receive a notification of NOT PLACED for that program. To ensure teens receive accurate information about their enrollment status, you must meet the September 23 enrollment deadline. Teens listed on Cityspan rosters as either "PENDING" or "ENROLLED" are considered placed. Please continue to communicate your enrollment decisions to teens directly (via phone and/or email) before and after the September 23 enrollment deadline. The enrollment notification emails mentioned below should not replace direct communication between you and teen applications.

### Teen Enrollment Notifications

To improve our communication with teens throughout the application process, After School Matters will be directly emailing all teens who apply to Fall 2017 programs according to the following timeline:

- **Saturday, September 23:** Enrollment deadline for Fall 2017 programs (see above)
- **Monday, September 25:** Final email to teens confirming their enrollment in Fall programs will go out to all teens who have applied to Fall 2017 programs (with the exception of teens who already received the August 21 notification). This email will list all programs to which a teen has applied, each with a status of

PLACED or NOT PLACED. This email will encourage teens to apply for one additional program if they have not yet been placed.

Please note that a first-round enrollment notification email was sent to teens that were rolled over into a Fall program on August 21st.

## 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 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 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 parents' 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

**Saturday, September 23, 2017** - Enrollment deadline for Fall 2017 programs

**Monday, September 25, 2017** - Teen Enrollment notifications sent

**Friday, September 29, 2017 by 5pm** - Renewal Application due in Cityspan

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

**Monday, October 2, 2017** - Fall 2017 Programs begin



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

## Opportunities & Resources for Teens

### 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](http://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.**

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

## Opportunities & Resources for Providers

### Call for Submissions: Beyond the Brush

After School Matters, in partnership with the [Common Ground Foundation](#), invites After School Matters instructors to submit their artwork for consideration for an exhibit at Beyond the Brush! This gallery walk, co-hosted by hip-hop artists, actor and producer Common and After School Matters Board Chair Mellody Hobson, is dedicated to celebrating Chicago's talented artists while raising awareness to support out-of-school programming for Chicago's Youth.

This is a great opportunity for instructors to showcase their work, while also supporting the work of After School Matters. Any pieces selected will be donated to After School Matters and proceeds will go directly back into After School Matters programming.

Please submit the title of the piece, medium, size and a brief description to Tyler Stratton at [tyler.stratton@afterschoolmatters.org](mailto:tyler.stratton@afterschoolmatters.org) by Monday, October 2, 2017 if you are interested. If you have any questions, please contact Tyler Stratton via email (see above) or by phone at 312-702-8596.

### Fall 2017 New Instructor Institute

The Fall 2017 New Instructor Institute will take place on Friday, September 29, 2017 from 9:00am - 1:00pm at the Lutz Center for After School Matters (3435 N. Cicero Ave.) This is a required training for all new instructors to After School Matters programming this Fall, and for returning Summer instructors who did not attend the Summer New Instructor Institute. Instructors will work with a veteran instructor mentor to run through a full program day, learn the expectations and framework for Youth program Quality, and hear about Youth Engagement from a Youth Perspective. For more information, click [here](#) or email [professional.development@afterschoolmatters.org](mailto:professional.development@afterschoolmatters.org).

### 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

### Great First Day

A **Great First Day** sets the tone for a great program session! Your teens will never forget the way the first day makes them feel, so it's important to welcome them warmly, make time for icebreakers which allow them to become comfortable with one another and establish a feeling of community, and set a group agreement for your time in program together. This checklist also includes key logistical first day things: like remembering to print your attendance sheets and review the teen manual. View the full checklist [here](#).

**Instructors, watch for more strategies and resources in this section of the newsletter this fall!**

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](mailto:emily.nott@afterschoolmatters.org) or 312-702-8591.

## Program Provider Highlight

### Cecilia Barriuso

#### Latin & Spanish Dance Ensemble



Cecilia has been an After School Matters instructor for many years. Through her program, Latin & Spanish Dance Ensemble, she empowers teens to learn the history and culture of Latin America through dance. Not only does this have a profound impact on the teens in her program, but also on the surrounding community as well. Teens in her program learn Latin and Spanish dance while gaining valuable life skills through intentional reflection and interaction with one another. This summer, Cecilia's program participated in many public performances, including Noontime Under the Picasso at Daley Plaza, the Lions International Parade of Nations, and the National Night Out at the 10th District Police Station.

**Thank you, Cecilia, for all you do for After School Matters!**

### 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.



# #TeensMATTER

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[www.afterschoolmatters.org](http://www.afterschoolmatters.org)