

Dear Program Provider,

Welcome to the After School Matters Program Providers Newsletter!



Program Updates & Reminders

Teen Electronic Payment Initiative

Throughout this school year After School Matters' payroll team will be rolling out an initiative to have all teens paid electronically instead of receiving paper checks. Electronic payment includes: direct deposit to a bank account, pre-paid card or a debit card.

Teens can elect direct deposit to make their payday an easier and faster experience! This change will eliminate the distribution of paper checks to any teen that enrolls in direct deposit.

Teens may enroll in direct deposit by completing the [ADP Direct Deposit Form](#). Teens will need to provide the following information in order to enroll:

- Direct deposit form from your financial institution
- The ability to upload a PDF or picture of your direct deposit form
- Your account number and routing number

Please note, for teens that have direct deposit, funds may not post until the evening of the pay day and in some cases, the following day depending on the financial institution.

Please look out for communications from our team on how we will be enrolling teens in direct deposit moving forward. Our goal is to have all teens paid electronically for summer 2019. If you have any questions or suggestions please reach out to the teen Stipends team at teenstipends@afterschoolmatters.org or 312-768-5199.

Check Delivery Updates

Starting this fall, checks will be delivered to programs on **Thursdays**--not Wednesdays. Please [click here](#) for the fall 2018 Teen Stipend & Pay Basics.

Dropping Teens

If a teen has attendance entered in Cityspan but cannot continue in your program, instructors should only drop the teen, not unenroll. All attendance records must be kept in Cityspan for auditing purposes. If you have any questions, please contact your Program Specialist.

New/Potential Program Provider Application Process

After School Matters will be seeking new Employee Instructors and Community-Based Organizations interested in providing after-school and summer programs during the summer 2019, fall 2019 and spring 2020 program sessions. These program providers will mentor and share their expertise with Chicago high school teens by delivering a wide range of program opportunities across the city in the arts, communications, science, sports and STEM.

Separate processes for potential/new Employee Instructors and Community-Based Organizations:

- **Potential Instructors** can click [here](#) to apply starting November 5 for Employee Instructor job openings in our content areas and community areas/neighborhoods.
- **Community-Based Organizations** will receive e-mail instructions from RFP@afterschoolmatters.org on how to access the *Intent to Apply* form, which will be released in Cityspan on November 5. All interested organizations can submit an *Intent to Apply* form until the portal closes on December 14.

For more information, visit the After School Matters website at afterschoolmatters.org/program-providers.

External Assessors

After School Matters uses the Youth Program Quality Assessment (YPQA) to assess areas of strength and improvement for our programs. Programs are assessed every 12 - 14 months by a certified External Assessor. Click [here](#) to learn what to expect from your External Assessor during the YPQA.

If you have any questions, please contact Amanda Lambie, Manager of Research and Evaluation at amanda.lambie@afterschoolmatters.org.

Save the Date! Instructor Forum 2019



The annual [Instructor Forum](#) is a full day of workshops, breakout sessions, and activities which support you and all other After School Matters instructors in continuous improvement. The Instructor Forum offers you an opportunity for professional development, a chance to come together as a community and learn from one another, and a space to celebrate your work.

The 2019 Instructor Forum will be February 1, 2019 at NEIU from 9:00 a.m. - 4:00 p.m. Please place a calendar hold for this event: it is a required session for all spring 2019 After School Matters instructors.

To be effective, the Forum is built on the input and feedback of our instructor community. We want to know what you need from your Forum this year! Please take this brief [survey](#) to tell us what you need from your 2019 Instructor Forum.

Teen Pay and Stipends Page

The Teen Pay and Stipend page is a new way for your teens to see if they're on track to get paid for the current program session. Teens can access their personal page by logging back into the After School Matters application using their fall 2018 Application ID Number. Once logged in, they can navigate to the Teen Pay and Stipends Page and see if they are on track to be paid!

Instructional Strategy of the Month

Reflect Using MHA Skills Language!

This reflection activity was developed by instructor Keith K. You will need three different colors of sticky notes, tape, and MHA posters, available from your program specialist and printable at <http://mhalabs.org/tools/>.

1. Hang the 6 skills posters on one wall of the room
2. At the end of the program session, ask teens to write on a sticky note one "Highlight," something they were successful at today. On another color sticky note, they will write one "Shout-out," something a peer excelled at

today. On a third color sticky-note, they will write one “Challenge,” something they struggled with or found difficult.

3. Teens share out their reflections and place them on the most fitting 21st century skill. If more than one applies, ask the class to help decide where it should go.
4. Leave sticky notes up so they accumulate all semester/program cycle. Along with helping young people identify which skills they are using, you can notice if they struggled with or succeeded at any elements of the program day across the board, and adjust your instruction. Additionally, you can notice which skills have “highlights” and “challenges” building up, and work to address those skills in programming.

For more great instructor activities, check out our instructor [activity book](#): activities by instructors and for instructors!

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 or 312-702-8591.

Important Dates and Deadlines

Wednesday, October 19

Fall 2018 Teen Application closes

Wednesday, October 31

Non-program day (Halloween)

Friday, November 2

Non-program day (CPS School Improvement Day)

Monday, November 12

Non-program day (Veterans Day)

Thursday, November 15

Non-program day (HS Report Card Pick-Up)

Wednesday, November 21 -

Saturday, November 24

Non-program days (Thanksgiving)

Saturday, December 7

Fall 2018 Programs end



View the full [After School Matters 2018 - 2019 Program Calendar](#).

Opportunities & Resources for Providers

Voting Education Initiative

After School Matters is partnering with Rock The Vote to help eligible teens register to vote because we believe youth voice MATTERS. We encourage YOU to use the following resources in your program to facilitate an unbiased session about the importance of voting and to empower eligible teens to register to vote. Click [here](#) for the Voting for Peace slide deck. Click [here](#) for the teaching guide to accompany the slide deck. If you don't have access to technology, all information from these resources can be adapted to a low tech environment. This guide offers slide-by-slide talking points, activity suggestions, as well as additional resources. We invite instructors to facilitate a session on "Voting for Peace," to encourage eligible teens to [register to vote](#) and to share photos from your Voting for Peace session on social media.

Voting matters, because youth voice matters. Here are a few do's and don'ts to help you remain unbiased:

Dos and Don'ts:

- Do - invite anyone who will be 18 by November 6, 2018 to register to vote.
- Do - register anyone who wants to register.
- Do - remain neutral/nonpartisan.
- Do NOT - endorse or denounce any candidate or party.
- Do NOT - tell a teen which party with which you affiliate.
- Do NOT - advise a teen on which party to choose.

We'd love to hear your feedback! When you complete your voter education session, share your feedback with us [here](#).

Chicago Public Library 2018 Teen Services Summit

Join the Chicago Public Library (CPL) on Tuesday, November 6, 2018 for a hands-on, active learning summit intended for in-school and after-school educators who work with teens. This day will showcase the wealth of opportunities in which teens can take part through Teen Services and beyond at CPL. Click [here](#) for more information, and click [here](#) for the summit flyer.

Opportunities & Resources for Teens & Alumni



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](#).

Contact Us!

You can reach the **Teen Stipend Hotline** at

312-768-5199 or [email us](#).

Learn more about the Chicago Sky's [Clean Slate Summit](#) on October 27th here.

Click here for information on the [Teen Arts Pass](#), a new initiative that gives teens access to \$5 professional performance shows.

After School Matters Alumni looking for part time work are encouraged to [contact Samantha Deane](#), Post Secondary Program Manager.

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

Comuníquese Con Nosotros

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

Support Services Directory

If a young person needs additional resources, you can use the [Support Services Directory](#)

Thank you for showing teens they matter.

Connect with us on social media for more program highlights.



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