After School Matters® provides Chicago high school teens with innovative out-of-school time opportunities - in the arts, communications and leadership, sports, and STEM - to explore and develop their talents, while gaining critical skills for work, college and beyond.
All are welcome.
Todos son bienvenidos.
Dear After School Matters Participant,

Congratulations! You have been selected to participate in an After School Matters program. Whether this is your first time or your fifth, we are pleased to have you with us!

After School Matters is committed to providing quality programs that are both interesting and educational. Please take full advantage of all that your program offers by working with our expert Instructors to explore new areas and develop critical skills, including leadership, problem solving and life skills that will prepare you for work, college, and beyond.

We have created this manual to make sure you understand what you can expect, and our expectations of you while in an After School Matters program. Please read it carefully because there are some new and exciting changes. Specifically, pay close attention to the sections about signing the new Program Acknowledgment and Consent and Release form, the new attendance policy, and the new Teen Pay and Stipend Page where you can determine if you are eligible for your stipend. If you have any questions, please speak with your Instructor or contact the number or email listed in each section.

This is a time to have fun, meet new people, and engage in what we hope is a life-changing experience! Enjoy and we look forward to your participation!

Sincerely,

Mary Ellen Caron
Chief Executive Officer
Quick Reference Guide

Participant Expectations

- **Work Ethic** – be prepared, meet deadlines, understand responsibilities.
- **Respect** – be supportive of others, take care of equipment, develop good relationships.
- **Safety** – follow rules, cooperate to maintain safety, stay in your program area, unless your instructor gives you permission to leave.
- 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.

Attendance Policy

- There are no longer “excused” absences from programs. If teens are absent more than four times each program session during the school year, they will not be eligible to receive a stipend check.
- Teens may not makeup the day they are absent.
- Unexcused tardiness (15 min late, or leaving 15 min early) will count as an absence and may result in parent/guardian notification.
- In the event that a teen will be absent from programs or leave programs early, teens should submit written permission from their parent or guardian in advance. These will still be considered absences for purposes of stipend eligibility.

Stipend and Wage Requirements

- Submit all required forms (during week 1 of program).
- Provide valid City of Chicago address and information for SSN/ITIN to receive the full stipend.
- Meet minimum attendance requirements – maximum of 4 absences each program session during the school year.

Contact Us!

**Teen Application Questions**
312-742-4182
applications@afterschoolmatters.org

**General Questions**
312-742-4182
info@afterschoolmatters.org

**Stipend Information**
312-768-5199
Teenstipends@afterschoolmatters.org

**Para mas información en Español**
312-846-7106
espanol@afterschoolmatters.org
MAP TO GETTING YOUR STIPEND ON TIME

Start Here

1. I completed the Teen Application.

2. WEEK 1 -- I gave my instructor:
   - Social Security Number or ITIN
   - My parent/guardian's signed Program Acknowledgement Consent and Release (PACR) Form (electronic or hard copy)

3. My name is on the After School Matters attendance sheet.

4. I do not have more than MORE THAN FOUR total absences for each program session during the school year.
   * See Attendance Policy on page 9 of the participant manual

SUCCESS!
YOU’VE GOT YOUR STIPEND!
# Table of Contents

## What can I expect from an After School Matters program? 5-7
- Program Overview 5
- Program Components 5
- Policy Accommodations and Modifications for People with Disabilities 7
- Program Regulations 7

## What does After School Matters expect of me? 8-10
- Participant Responsibilities 8
- Complaints or Concerns 9
- Attendance Policy 9
- Discipline Policy 9

## What should I know about stipends? 11-13
- Stipend Eligibility 11
- Stipend Check Distribution 11
- Stipend Schedule 12
- Stipend Amounts 12
- Intern/Assistant Wages 12
- Teen Pay and Stipend Page in Teen Application 13
- Tax Information 13

## What additional skills do I gain through my After School Matters program? 14
- The MHA Building Blocks 14

## Forms 15-16
- Participant Forms 15
- Teen Artwork Purchasing Form 15
- Lost/Stolen Check Form 15
- Contact Us Form 15
- Program Acknowledgement, Consent, and Release 16
What can I expect from an After School Matters program?

**Program Overview**

After School Matters programs provide teens with opportunities to explore and develop their talents, while gaining critical skills for work, college and beyond. Our programs will give you a hands-on experience through projects while working alongside skilled professionals to develop marketable job skills and expose you to rewarding careers. When you participate in an After School Matters program, you can increase your confidence, build skills and professional values like excellence, leadership, teamwork, respect, commitment, and innovation. After School Matters strives to ensure that all programs are interesting, exciting and relevant to the real world.

**Program Components**

**Program Schedule**

Your Instructor/Site Supervisor will provide you with the specific days and times your program will meet each week.

<table>
<thead>
<tr>
<th></th>
<th>Pre-Apprenticeship</th>
<th>Apprenticeship</th>
<th>Advanced Apprenticehip</th>
<th>Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall 2018</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
<td>Monday, October 1, 2018</td>
<td>Monday, October 1, 2017</td>
<td>Monday, October 1, 2017</td>
<td>Monday, October 1, 2017</td>
</tr>
<tr>
<td><strong>End Date</strong></td>
<td>Saturday, December 7, 2018</td>
<td>Saturday, December 7, 2018</td>
<td>Saturday, December 7, 2018</td>
<td>Saturday, December 7, 2018</td>
</tr>
<tr>
<td><strong>Spring 2019</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
<td>Tuesday, February 12, 2019</td>
<td>Tuesday, February 12, 2019</td>
<td>Tuesday, February 12, 2019</td>
<td>Tuesday, February 12, 2019</td>
</tr>
<tr>
<td><strong>End Date</strong></td>
<td>Saturday, April 27, 2019</td>
<td>Saturday, April 27, 2019</td>
<td>Saturday, April 27, 2019</td>
<td>Saturday, April 27, 2019</td>
</tr>
<tr>
<td><strong>March</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
<td>Monday, March 11, 2019</td>
<td>Monday, March 11, 2019</td>
<td>Monday, March 11, 2019</td>
<td>Monday, March 11, 2019</td>
</tr>
<tr>
<td><strong>End Date</strong></td>
<td>Saturday, May 25, 2019</td>
<td>Saturday, May 25, 2019</td>
<td>Saturday, May 25, 2019</td>
<td>Saturday, May 25, 2019</td>
</tr>
<tr>
<td><strong>Non-Program Days</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall 2018</td>
<td>10/8/18 – Columbus Day</td>
<td>10/31/18 – Halloween</td>
<td>11/2/18 – CPS School Improvement day</td>
<td>11/12/18 – Veteran’s Day</td>
</tr>
<tr>
<td></td>
<td>11/15/18 – CPS HS Report Card Pick-Up</td>
<td>11/21/18 - 11/24/18 – Thanksgiving</td>
<td></td>
<td>2/18/19 – President’s Day</td>
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</tbody>
</table>

*Note: The dates provided are examples and may vary based on the specific program.*
Orientation
On the first day of program, your Instructor/Site Supervisor will review this manual and other expectations and rules for the program.

Field Trips
Your parent/guardian must sign a field trip permission form for participation in each field trip. Unaccompanied youth (youth who are not in the physical custody of a parent or guardian) who are 18 and older may sign the form on their own behalf. Most field trips are part of program hours and are not optional.

Showcases
To celebrate the accomplishments that you and your peers have made during After School Matters programs, you may participate in a Showcase at the end of a program session. This event may include an open house or staged event where family, friends and other special guests are invited. All teens are expected to be a part of the showcase as a participant and respectful audience member for other After School Matters programs.

Site Visits and Media
Official representatives of After School Matters or other affiliated partners or agencies may visit your program at any time. You may be asked to talk with these representatives about your experience in the program and what you are learning. In addition, many media outlets and reporters are interested in After School Matters and our programming. The After School Matters Communications team may arrange media visits to your program throughout the program session.

If your Program Acknowledgement, Consent and Release form is signed by a parent or guardian, you are eligible to take part in media opportunities through After School Matters. You are expected to wear your After School Matters t-shirt when you are participating in any media opportunities, unless your Instructor tells you otherwise.

Survey
Your opinions and experiences are important to us! During the last week or two of programs, you are required to complete an online survey about your experiences in your After School Matters program. This information helps After School Matters improve the quality of programs. Your responses will also be given to your Instructor/Site Supervisor anonymously.

The survey will help you identify specific skills you gained through the program. Please write those skills down; you’ll need to speak about them in interviews for school or for a job.

**NEW** Final Product Policy
After a final product piece has been showcased in the Gift Shop for 2 sessions, After School Matters decides if the item should be kept in inventory for future events or sales, such as a pop up shop, exhibit, a specific promotion, or if the item can be returned to the teen artist. If the item is eligible for return, you will be contacted to pick up the item during Gift Shop hours: Monday - Friday at 10am-6pm, Saturday at 11am-4pm.
Policy Modifications and Accommodations for People with Disabilities

After School Matters is committed to full inclusion of people with disabilities in our activities and services. We welcome teens with disabilities and seek to integrate them into our programs. For example, we can modify procedures for applying for programs, as appropriate, and we provide reasonable accommodations, such as sign language interpreters. If you are requesting a reasonable accommodation to participate in a program, please notify your Instructor.

Program Regulations

After School Matters Programs Are Safe Spaces

- **Equal opportunities** – An Instructor is expected to foster an inclusive program for all persons without regard to race, color, religion, gender, national origin, age, marital status, disability, pregnancy, sexual orientation, political affiliation or belief, among other characteristics.

After School Matters Prohibits:

- **Fees** - You do not have to pay a fee of any kind, at any time to participate in After School Matters. Instructors, program providers, and site supervisors should not request payment or a portion of your stipend.

- **Religious/Political Work** - You should not be asked to engage in activities that are religious or political in nature.

- **Harassment** - Harassment of any program participant by a peer, Instructor or other representative of After School Matters is prohibited and will not be tolerated.

If you observe violations of these policies, please call the Chief Program Quality and Compliance Officer at 312-742-4182.
What does After School Matters expect of me?

Participant Responsibilities

**Work Ethic**
- Complete assigned tasks on time.
- Understand your responsibilities. Ask your Instructor, if you have questions.
- Keep a positive attitude; be willing to try new things and listen.
- Abide by your program’s dress code.
- Return any paperwork and forms by the stated deadline.
- Bring materials you need for your program each day.

**Communication**
- Be honest; dishonesty is unacceptable.
- Communicate with your Instructor about any challenges you face relating to programming.
- Communication is verbal and non-verbal. Use proper words and body language with your Liaison, Instructor, and other teens. No inappropriate language will be tolerated.
- This experience is an opportunity to learn. Asking questions will help you get the most out of the program.
- Accept constructive criticism. Do not take constructive criticism as a personal attack. It will help to enhance your program opportunity and improve your skills.

**Respect**
- It is important to have a good relationship with your Liaison, Instructor and other participants. It makes for a more supportive and enjoyable environment.
- Do not engage in disrespectful behavior towards others, including physical or verbal abuse, threats, theft, vandalism, and refusing to cooperate.
- Take care of equipment, supplies, desks, and other’s property. Do not deface or intentionally destroy property.
- This program provides a safe space for everyone, regardless of race, color, religion, gender, national origin, age, marital status, disability, pregnancy, sexual orientation, political affiliation or belief. Be attentive to the diversity of the group and be respectful toward one another.
- Harassment will not be tolerated.
- If you are not treated with respect by another teen, talk to your Instructor to resolve your concerns.

**Safety**
- Everyone’s cooperation is necessary to maintain a safe program environment.
- Learn and follow the safety rules of your program. These rules are designed to protect you and others from injury.
- Stay in your program area unless you received permission from your Instructor to leave the area.
- If you are injured during program, you should inform your Instructor IMMEDIATELY, even if you do not think you need medical attention. Your Instructor will contact the person you listed as an emergency contact, as well as notify staff members at After School Matters.
- If you have reason to believe that there is a safety threat relating to After School Matters’ programming, report it to your Instructor, Liaison, or another ASM representative immediately!
- An Instructor, Liaison, Volunteer, or anyone representing After School Matters should not transport you in his or her private vehicle for any purpose.
Complaints or Concerns

After School Matters has established the following procedure 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.

You may, but are not required to, raise your complaint first to your instructor, site supervisor, or liaison. If you are not comfortable bringing your complaint to them or do not feel they have adequately resolved your complaint, you may email After School Matters at incident@afterschoolmatters.org or contact the Chief Program Quality and Compliance Officer (312-742-4182).

After School Matters takes all complaints seriously and will work with you to address them in a timely manner.

Attendance Policy

To ensure that you have a productive and enriching experience, we expect you to attend, and arrive on time, each day of programs unless you have provided written permission from a parent or guardian.

- There are no longer “excused” absences from programs. If teens are absent more than four times each program session during the school year, they will not be eligible to receive a stipend check.
- Teens may not makeup the day they are absent.
- There are consequences for poor attendance. If you have more than four absences, you may not receive the stipend check at the end of the program and you may be dropped from the program.
- You are expected to attend programs every day, for the entire duration of the program time.
- Please contact your instructor if you’re going to be late.
- Unexcused tardiness (15 min late, or leaving 15 min early) will count as an absence and may result in parent/guardian notification.
- In the event that a teen will be absent from programs or leave programs early, teens should submit written permission from their parent or guardian in advance. These will still be considered absences for purposes of stipend eligibility.
- If you are absent from a program without notifying your Instructor/Site Supervisor in advance, they may call your parent or guardian to notify them about your absence.
- If your Instructor cancels a program day, he or she will make every effort to notify you and your parent/guardian in a timely manner.
- If the program is rescheduled, you should be available on the rescheduled day.

Discipline Policy

If you engage in unacceptable behavior during program hours, you will be disciplined, terminated, and/or forfeit your stipend. Examples of unacceptable behavior include, but are not limited to:

- Physically, verbally, and/or sexually abusing or harassing any program participants, Instructors, Site Supervisors, Liaisons, or ASM staff members in person or via the internet
- Engaging in violent or threatening behavior
- Being disruptive, disrespectful, or uncooperative

Please Note: You must also abide by the rules and regulations that exist for the program site (i.e. if your program meets at a school that does not allow gum chewing, you cannot chew gum in the program).
• Using curse words, sexual, or vulgar language
• Stealing or destroying property
• Using or possessing any illegal drugs or alcoholic beverages
• Possessing a weapon
• Engaging in gang activity and/or recruitment
• Leaving the premises during program hours without Instructor/Site Supervisor/Liaison permission
• Knowingly using a social security number or individual taxpayer identification number (ITIN) that is not your own
• Cashing an After School Matters stipend check twice
• Cashing your check before the check date
• Falsifying your attendance logs or other forms
• Any other misconduct that negatively impacts the program

If you are engaging in unacceptable behavior, your Instructor/Site Supervisor may issue you verbal or written warnings, or may terminate you, depending on the conduct at issue. Instructors may notify your parent or guardian, as appropriate.
What should I know about stipends and wages?

**Stipend Eligibility**

Apprentices are eligible to receive a stipend. In order to be eligible for a stipend and receive it on time, here are the guidelines:

- A stipend, unlike a wage, works on an "all-or-nothing" basis. Failure to meet our requirements does not result in a reduced stipend, but a forfeit of stipend.
- Submit all required forms, projects, and other assignments on time (see Stipend Schedule).
- Provide valid City of Chicago address and information for SSN/ITIN* to receive the full stipend.
- Turn in the new Program Acknowledgment Consent and Release (PACR) Form, signed by you and your parent or guardian, whether a new or returning participant. 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.
- New Interns and Assistants must complete the Teen Intern/Assistant PACR form.
- You must start attending the program by the cutoff days of each period (see Stipend Schedule, under "Must Begin By") and you must participate through the end of the program to get the final stipend.
- There is a 4 absence maximum. If you have more than four (4) absences each program session during school year, you will not receive the stipend, but you may still participate in the program.
- Please note that if your program is cancelled for whatever reason, it will result in the loss of the stipend for all participants.

* If you are in an apprenticeship, an Individual Taxpayer Identification Number (ITIN) can be accepted. To apply for an ITIN, go to [https://www.irs.gov/individuals/how-do-i-apply-for-an-itin](https://www.irs.gov/individuals/how-do-i-apply-for-an-itin).

**Stipend Check Distribution**

- Your Liaison/Instruction/Site Supervisor will distribute your check unless otherwise instructed by your Liaison/Instruction/Site Supervisor that your check is available for pick-up at another After School Matters’ program site.
- Do not cash your check before the check date.
- If you’ve had a change of address, please alert your Liaison/Instruction/Site Supervisor of the change so that it may be updated in Cityspan.
- If a check is lost, stolen or never received, contact your Instructor or the Teen Stipend Hotline at 312-768-5199 or go to [http://www.afterschoolmatters.org/teens/resources-for-teen](http://www.afterschoolmatters.org/teens/resources-for-teen) and click on the Documents tab of the Resources for Teens web page for the Replacement Check Form.
- If you receive a duplicate check for any reason, please notify the Teen Stipend Hotline at 312-768-5199 before cashing either.
- All checks eventually expire 180 days after the check date.
- After School Matters teens are able to cash their stipend checks for free at any Chicagoland Wintrust Bank location. Teens are required to provide one of the following to cash a check: School ID, State IDs and Driver’s License. For the nearest Wintrust Bank location, go to: [http://www.wintrustbank.com/locations.html](http://www.wintrustbank.com/locations.html)
- Stipend checks should only be cashed one time at one bank location. Teens who attempt to deposit a check twice will face disciplinary action, including forfeiting stipends, and termination from the program.
Fall 2018 Stipend Schedule
You will receive your stipend in the form of checks. Stipends are provided separately for three periods.

<table>
<thead>
<tr>
<th>Period</th>
<th>Period Dates</th>
<th>Must Begin By</th>
<th>Stipend Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Begin – Oct 14</td>
<td>Sunday, Oct 14</td>
<td>Thursday, Oct 18</td>
</tr>
<tr>
<td>2</td>
<td>Oct 15 – Nov 4</td>
<td>Sunday, Nov 4</td>
<td>Thursday, Nov 8</td>
</tr>
<tr>
<td>3</td>
<td>Nov 5 – End</td>
<td>Sunday, Nov 4</td>
<td>Thursday, Dec 13</td>
</tr>
<tr>
<td>Corrections</td>
<td></td>
<td>Sunday, Nov 4</td>
<td>Thursday, Dec 20</td>
</tr>
</tbody>
</table>

Spring 2019 Stipend Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Period Dates</th>
<th>Must Begin By</th>
<th>Stipend Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Start – March 3</td>
<td>Sun. March 3</td>
<td>Thurs. March 7</td>
</tr>
<tr>
<td>2</td>
<td>March 4 – March 31</td>
<td>Sun. March 31</td>
<td>Thurs. April 4</td>
</tr>
<tr>
<td>3</td>
<td>April 1 - End</td>
<td>Sun. March 31</td>
<td>Thurs. May 2</td>
</tr>
<tr>
<td>Mar start 1</td>
<td>Start – March 24</td>
<td>Sun. March 24</td>
<td>Thurs. March 28</td>
</tr>
<tr>
<td>Mar start 2</td>
<td>March 25 – April 21</td>
<td>Sun. April 21</td>
<td>Thurs. April 25</td>
</tr>
<tr>
<td>Mar start 3</td>
<td>April 22 - End</td>
<td>Sun. April 21</td>
<td>Thurs. May 23</td>
</tr>
<tr>
<td>FINAL</td>
<td>Corrections</td>
<td>Sun. April 21</td>
<td>Thurs. June 6</td>
</tr>
</tbody>
</table>

Stipend Amounts
Stipend amounts vary based on program model and are adjusted for participants who start after programs begin. Ask your Instructor/Site Supervisor if you are not sure which program model applies to you.

<table>
<thead>
<tr>
<th>Program Model</th>
<th>Total Summer Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Apprenticeship</td>
<td>$275</td>
</tr>
<tr>
<td>Apprenticeship</td>
<td>$325</td>
</tr>
<tr>
<td>Advanced Apprenticeship</td>
<td>$425</td>
</tr>
</tbody>
</table>

Intern/Assistant Wages
Interns and assistants earn wages.

**IMPORTANT:** 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 an assistantship.

- Interns are paid $10.50 per hour.
- Assistants are paid $8.25 per hour.
- Intern and assistant check schedules are included in the Teen Intern/Assistant Packet.
**Teen Pay And Stipend Page Available In Teen Application**

You can now confirm your program status and manage your stipend or wage eligibility. This new resource will provide you with an overview of the following:

- Program Status
- Stipend Details
- Stipend Verification Status

You can now confirm if you are on track to receive a stipend or intern/assistantship wage. If you are missing information, the Teen Pay and Stipend page will provide you with a list of what is missing and a link for you to submit information or documentation. In addition, this new resource will also provide clear instructions to follow if you are not enrolled in a program. **You will need your application number to access this Teen Pay and Stipend page within the teen application** at [http://www.afterschoolmatters.org/teens/apply/](http://www.afterschoolmatters.org/teens/apply/). The application number was provided in the enrollment notice provided to you and the parent/guardian email on file.

If you need your application number, please call **312-742-4182** or email **applications@afterschoolmatters.org**.

**Tax Information**

**Apprentices**

If you are a **pre-apprentice, apprentice or advanced apprentice** who receives a stipend, taxes are not taken out. If you receive at least $600 over the course of the calendar year (January 1 - December 31) from After School Matters, you will receive a 1099 tax form the next January. The 1099 form lists the amount of money that you received from After School Matters during the year. It is a tax form you may give to your parents.

**If you were in both an internship and apprenticeship during the same year, you will receive a W2.** This is a tax form that you may give to your parents.

After School Matters must report to the government (IRS: Internal Revenue Services) money totaling $600 and above that you received.

**Interns and Assistants**

As an intern or assistant, After School Matters will withhold taxes from your paychecks (as required by law), and you will receive a W-2 form instead of a 1099 regardless of the amount you receive during the year (January 1 - December 31).

W-2 wages are also reported to the government (IRS: Internal Revenue Services).

**Apprentices, Interns, Assistants**

After School Matters will mail your tax form (1099 or W-2) next January. If you move, it is your responsibility to call 312-768-5199 to inform After School Matters of your new address. You may also e-mail your new address to **teenstipends@afterschoolmatters.org** provided you include your name and date of birth.

**If you or your family have questions about how to handle the information on your tax form, you should consult a tax advisor. To find resources for free tax assistance, call City Services at 311 or visit [http://taxprep.cityofchicago.org/](http://taxprep.cityofchicago.org/).**
What additional skills do I gain through my After School Matters program?

The MHA Building Blocks

The MHA (Means and Measures of Human Achievement) Building Blocks are a common set of easy-to-understand 21st century skill targets deemed most critical for college, career, and life success. As you participate in After School Matters programs, spend time noting the technical skills you’ve learned and your progress in achieving these skills and consider using these key words to build your resume.

### Personal Mindset
- Accepting
- Adaptable to Change
- Agile
- Careful
- Conscientiousness
- Dedicated
- Dependable
- Diligent
- Driven
- Durable
- Flexible
- Focused
- Independent
- Motivated
- Persistent
- Resilient
- Restrained
- Self-Directed
- Self-Sufficient
- Tenacious

### Planning for Success
- Ambitious
- Aspirational
- Assertive
- Decided
- Goal Oriented
- Goal-Setter
- Motivated
- Multi-Tasker
- Ordered
- Organized
- Planner
- Prepared
- Prompt
- Punctual
- Ready
- Self-Reliant
- Structured
- Time Manager

### Collaboration
- Accommodating
- Accountable
- Conflict Resolver
- Contributor
- Cooperator
- Dependable
- Helpful
- Interactive
- Participatory
- Reliable
- Responsible
- Supportive
- Team Player
- Trustworthy

### Social Awareness
- Adapts to Situations
- Agreeable
- Caring
- Code-Switching
- Compassionate
- Considerate
- Courteous
- Culturally-Competent
- Cultured
- Diverse
- Empathetic
- Ethical
- Friendly
- Grateful
- Open
- Perceptive
- Sensitive
- Thoughtful

### Verbal Communication
- Active Listener
- Articulate
- Attentive
- Coherent
- Convincing
- Eloquent
- Expressive
- Eye Contact
- Listening
- Negotiator
- Persuasive
- Presenter
- Pronunciation
- Speaking
- Talking
- Vocalizing

### Problem Solving
- Calculated
- Conclusive
- Creative
- Critical Thinker
- Decision Maker
- Information Manager
- Innovative
- Inquisitive
- Investigative
- Judgmental
- Logical
- Methodical
- Premeditated
- Problem Solver
- Process Oriented
- Results oriented
- Strategic Thinker
- Troubleshooter
Participant Forms
In order to participate in After School Matters programs, whether returning or new, you must e-sign the Program Acknowledgement, Consent, and Release form as part of your program application and have your parent or guardian sign the form as well. Notify your Instructor immediately if you have any questions about the forms. Use the “Map to Getting Your Stipend on Time” as a guide.

Teen Artwork Purchasing Form
All work that you produce in your After School Matters program belongs to After School Matters. Your work may be sold in the After School Matters Gift Shop, located at 66 E. Randolph Street, through our online Gift Shop or at an auxiliary After School Matters Gift Shop location. Revenue from the gift shop is used to fund future After School Matters programs. You may purchase your own work at a discounted rate. If you would like to purchase your work, please ask your Instructor for a Teen Artwork Purchasing Form and return it to him/her completed. Moreover, if your item does not sell within two program sessions, it may be returned to you.

Lost/Stolen Check Form
If your stipend check is lost, stolen or damaged, please ask your Instructor for a lost/stolen check form and return the completed form to your Instructor or Liaison (or e-mail TeenStipends@AfterSchoolMatters.org). You may also complete a form online in the Documents tab at: http://www.afterschoolmatters.org/teens/resources-for-teens. The form will be given to After School Matters and a new check will be issued. If you are no longer in the program when you complete this form, you may also send it directly to After School Matters using any of the following methods:

- Fax: (866) 870-9778
- E-mail: TeenStipends@AfterSchoolMatters.org
- Mail: Teen Stipends Team
  After School Matters
  66 E Randolph St
  Chicago, IL 60601

Contact Us Form
Has your mailing address or email address changed? Keep us up-to-date so we can reach you regarding important program information and easily locate you to return unsold work, etc. Go to: http://www.afterschoolmatters.org/contact-us/ and send us a quick note.
In exchange for the opportunity to participate in an After School Matters program ("Program") and be eligible to receive a stipend award, the teen participant ("Teen") and their parent or legal guardian ("Guardian") agree as follows:

**Breaks:** Teen may be permitted to take a break during Programs to eat a snack, among other reasons. These breaks may be unsupervised or take place off program premises. Teen and Guardian (collectively, “They”) agree that After School Matters is not responsible for Teen during such breaks.

**Assumption of Risk:** Teen and Guardian understand that participating in Programs (including sports, arts, communications, and STEM programs) carries certain risks to Teen or property that cannot be eliminated regardless of the care taken to avoid injuries or damage. The specific risks vary, but range from 1) minor injuries such as cuts, bruises and sprains, to 2) major injuries such as eye injury, back injuries, and concussions, to 3) catastrophic injuries, including paralysis or death. Teen and Guardian understand that no amount of care, caution, or expertise can eliminate the inherent dangers of activities, and They elect to participate in spite of the risks. Participation is voluntary, and They assume all risks.

Teen and Guardian are not aware of any medical conditions which would render it inappropriate for Teen to participate in a Program. Teen and Guardian consent to Teen receiving medical treatment, including first aid and emergency transport, in the event of accident, injury, or illness. They authorize the use or disclosure of health information for purposes of securing medical treatment. They certify that they have adequate insurance to cover any accident, injury, death and damages that Teen may suffer or cause while participating, or else They agree to bear the cost of such injury or damage.

**Release and Waiver of Liability:** Teen and Guardian agree to release and hold harmless After School Matters, the City of Chicago, the Board of Education of the City of Chicago, and the Chicago Park District and their respective directors, officers, agents, and employees (together, the “Participating Entities”) from any and all liability, and forever give up any claims, demands, or causes of action, whether for bodily injury, property damage, death, or other loss, arising from Teen’s participation in a Program, whether caused by the active or passive negligence of a Participating Entity or otherwise, to the fullest extent permitted by law.

**Teen Work Product:** All written materials, videos, audiotapes, photographs, drawings, paintings, sculpture, choreography, or similar product created by Teen (“Work Product”) during a Program is the property of After School Matters and is a “work made for hire” within the meaning of the federal Copyright Act. To the extent that any Work Product does not qualify as a “work made for hire,” Teen and Guardian grant, assign, and deliver to After School Matters all rights, title, and interest to the Work Product. As a courtesy, Teen will be permitted to keep one original or copy of Work Product that they create for personal use.

**Photo, Video, and Media Consent and Release:** Teen and Guardian permit After School Matters, as well as third-parties and media outlets authorized by After School Matters, to use Teen’s name and any video, photograph, quotes, or audio taken of Teen in connection with Programs for purposes of advertising, fundraising, publicity, and public relations.

**Research & Evaluation Consent and Release:** Teens provide information to After School Matters, including information submitted during the application process and in teen surveys. This information may be shared with third parties for the purpose of implementing and evaluating Programs. Teen and Guardian consent to the release of such information to these third parties.

**Enforcement:** This Program Acknowledgement, Consent, and Release shall be construed broadly to the maximum extent allowed by law, and shall be governed and enforced according to Illinois Law. Teen and Guardian agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

I acknowledge that I have read and understood this entire agreement and agree to be bound by its terms.

(Teen Name, Please Print)  (Teen Signature)  (Date)  (Phone Number)

(Parent/Guardian Name, Please Print)  (Parent/Guardian Signature)  (Date)  (Phone Number)