

PROGRAM SCHEDULE

	All Programs
Summer 2022 Start Date	Tuesday, July 5, 2022
Summer 2022 End Date	Saturday, August 13, 2022

STIPEND SCHEDULE

Period	Period Dates	Deadline to Enter Forms SSN/ITIN	Deadline for Instructor to Enter Attendance in Cityspan	Stipend Date
P1	Jul 5 – Jul 17	Wed. Jul 13	Sun. Jul 17	Thurs. Jul 21
P2	Jul 18 – Aug 13	Wed. Aug 10	Sun. Aug 14	Thurs. Aug 18
Final	Lock date 8/26 Corrections	Wed. Aug 24	Fri. Aug 26	Thurs. Sep 1

INTERN PAY SCHEDULE

Pay Period	Period Dates	Deadline to Enter Forms/ SSN/ITIN	Deadline for Site Supervisor to Enter Attendance in Cityspan	Pay Date
1	Jun 26 – Jul 9	Wed. Jul 6	Sun. Jul 10	Fri. Jul 15
2	Jul 10 – Jul 23	Wed. Jul 20	Sun. Jul 24	Fri. Jul 29
3	Jul 24 – Aug 6	Wed. Aug 3	Sun. Aug 7	Fri. Aug 12
4	Aug 7 – Aug 20	Wed. Aug 17	Sun. Aug 21	Fri. Aug 26
Final	Lock date 8/26 Corrections	Wed. Aug 24	Fri. Aug 26	Fri. Sept 9

Remote Programs

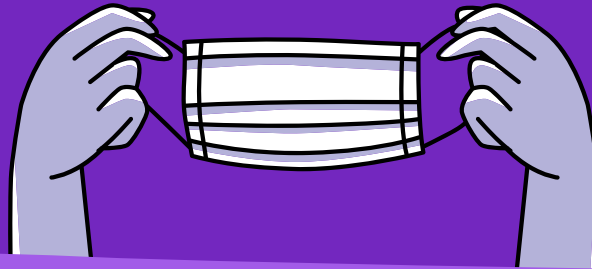
After School Matters Netiquette

- I will practice internet safety (use trusted sources for research and keep my password and log-in information secure).
- I will report threatening or offensive materials to my instructor.
- I will be kind in my interactions with others online and create a positive digital footprint.
- I understand that it is inappropriate AND against the law for me to violate copyright laws; plagiarize; send, access, upload, download, or distribute explicit material.
- I understand that all my internet activity leaves a digital trail. I should NOT assume that all material or data on my device is private or confidential.
- I understand that inappropriate use, including cyberbullying and use of inappropriate materials may lead to dismissal from the program.
- I will use my voice and power to create a safe space.

ASM Teen Participation Expectations

- I will be ready to start on DAY ONE with this Summer program checklist:
 - Activate my ASM Google Account
 - Join my ASM Google Classroom
 - Verify my supply delivery with my instructor
 - Sign my TEEN Program Consent and Acknowledgement Release
- I will use my ASM Gmail Account.
- I will participate in scheduled group sessions.
- I will complete and submit independent projects to Google Classroom.

Teen Health Pledge

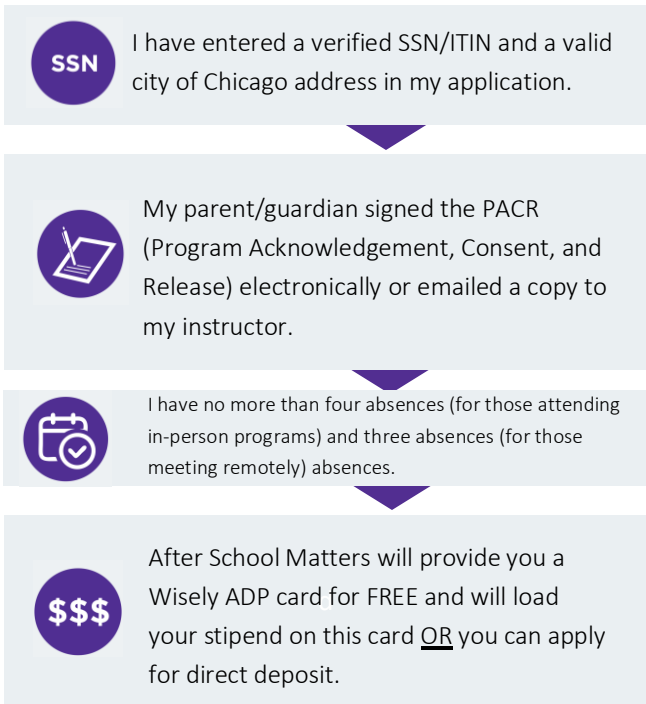


The health and safety of everyone at After School Matters depends on the cooperation of all. By taking care of yourself, you protect the entire community. As a participant, I agree to uphold the After School Matters Pledge. I will:

- Review the [ASM Covid-19 symptom checker](#) daily prior to arriving to programs and stay home if I don't feel well or am experiencing any COVID-19 symptoms
- Follow all requirements of the program site for entering/departing programs
- Arrive and depart at the designated time and place of my program
- Complete ASM's daily entry/exit process of scanning in at ASM buildings
- Acknowledge that wearing a mask is optional, but recommended during ASM programs, whether vaccinated or not
- Maintain social distancing whenever possible
- Wash my hands frequently or use hand sanitizer
- Use my own supply kit for program
- Stay with my program cohort or classroom
- Follow specialized health requirements for sports, singing, and other programs, if any
- Raise any safety concerns with my instructor
- Cooperate with ASM by adhering to quarantine requirements, where necessary
- Email or G-Chat my instructor immediately if I have been exposed or tested positive to COVID-19
- Respect that everyone has their own level of comfort with COVID-19 and adhere to the highest level of care for all involved

By choosing to attend any After School Matters' in-person program, I make a commitment to follow all COVID-19 related guidance and safety precautions required by ASM, its partner locations, and field trip sites.

4 STEPS TO GETTING PAID!



HAVE A CONCERN OR COMPLAINT?

After School Matters has procedures 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.

If you are not comfortable bringing your complaint to your instructor, liaison, or site supervisor, or feel they have not adequately resolved your complaint, you may email After School Matters at incident@afterschoolmatters.org or contact the Director of Program Quality and Compliance at 312-768-5200. After School Matters takes all complaints seriously and will work with you to address them in a timely manner.

PROGRAM ATTENDANCE EXPECTATIONS

	Program Model	Total Allow Absences		Stipend Amount
		Remote	In-Person	
Traditional Model	Pre-Apprenticeship	2	4	\$375
	Apprenticeship			\$420
	Advanced Apprenticeship			\$1,210

- Contact your instructor if you'll be late—unexcused tardiness may be counted as an absence.
- Have written permission from your parent or guardian if you will be absent or leave early.

WHAT'S EXPECTED OF ME IN MY PROGRAM?

1. **WORK ETHIC:** be prepared, meet deadlines, and understand responsibilities.
2. **RESPECT:** be supportive of others, take care of equipment, and develop good relationships.
3. **SAFETY:** follow rules, cooperate to maintain internet safety.
4. **BE AN AMBASSADOR:** be positive. Represent professionalism and excellence in all environments, remote or otherwise.

All After School Matters interns 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.

For the full version of the Summer 2022 Teen Manual, please go to: <https://www.afterschoolmatters.org/teens/resources-for-teens/>, then click on the tab "Documents".

CONTACT US

Teen Application Questions: 312-768-5200 | applications@afterschoolmatters.org

General Questions: 312-768-5200 | info@afterschoolmatters.org

Stipend Information: 312-768-5199 | Teenstipends@afterschoolmatters.org

Para más información en Español: 312-846-7106 | espanol@afterschoolmatters.org

Ventra Information

If you participate in an in-person program this summer, After School Matters will pay for a portion of your CTA fare. ASM will directly load money onto your Ventra card up to the first pay day for interns (July 14) and first stipend date for apprentices (July 21). To receive this benefit, please provide your **Ventra Transit ID** below. **The Ventra Transit ID is not printed on your card and will need to be looked up.**

To look up your Ventra Transit ID, visit VentraChicago.com or open the Ventra app. Your Transit ID is a 12-digit number that begins with either 1100 or 1101 and is not printed on your card.

- **Using the website**, visit VentraChicago.com/balance. Enter your Ventra card number and expiration date. The Transit ID will be displayed on the next screen.
- **Using the app**, select 'Cards' from the bottom menu. Select the card you will use this summer and scroll to the bottom of the page. The Transit ID is listed under CARD INFORMATION.

NOTE: We must have your card information on file by Monday, June 20 for your Ventra information to be verified. If you do not enter your Ventra Transit ID, you will not receive any money for CTA transit this summer. Participating teens will be charged full fare on all CTA busses and trains after student fare ends for the school year on June 16. Please note that these funds may be reflected on your 1099 or W2. Learn more at afterschoolmatters.org/ventra.