



**Dear Program Provider,**

Welcome to the After School Matters Program Providers Newsletter!



## Program Updates & Reminders

**Instructor Forum 2019 - Please RSVP!**



Please [RSVP](#) in Cityspan Today!

# Instructor Forum

Friday, February 1, 2019

9:00 a.m. to 4:00 p.m.

at

NEIU Student Union | 5550 N. St. Louis Ave.

## Instructor Forum is a required session for Spring 2019 After School Matters Instructors.

The Instructor Forum is a full day of workshops, breakout sessions and activities which support After School Matters instructors in continuous improvement. The Instructor Forum offers an opportunity for professional development, a chance to come together as a community and learn from one another and a space to celebrate instructor work.

## ASMU Instructor Application

Calling all instructors! We are seeking a total of 10 instructors to facilitate programming (curriculum included) and support teens during After School Matters University (ASMU) immersion programs this spring break. The ASMU programs are four day, SPRING BREAK immersions for CPS teens to explore, envision and prepare for college and careers.

ASMU is for 9th and 10th graders and will take place at Gallery 37, 66 E. Randolph Street. In ASMU, 9th and 10th graders explore post-secondary pathways and envision a successful college or career pathway. Review the job description [here](#).

ASMU2 is for 11th and 12 graders and will take place at the Lutz Family Center, 3435 N. Cicero Ave. In ASMU2, 11th and 12th graders prepare for their post-secondary pathway and connect to networks like the ASM Alumni Network. Review the job description [here](#).

To apply, click [here](#).

Instructors will be selected for an interview based on: program quality and compliance profile, program team recommendation, and clear evidence of youth development expertise.

Please also encourage your teens to apply using the [teen application](#).

Questions? Contact Samantha Deane, Post Secondary Program Manager, at 312-702-8954 or [samantha.deane@afterschoolmatters.org](mailto:samantha.deane@afterschoolmatters.org).

## Teen Electronic Payment Initiative

Throughout this school year After School Matters' Payroll team will be rolling out an initiative **to have all teens to be paid electronically instead of receiving paper checks**. Electronic payment includes: the **Wisely Pay by ADP Card** or **direct deposit** to a bank account.



### Wisely Pay by ADP Card

The Wisely Pay card is a reloadable prepaid card that teens can keep no matter where they work or what program they're in. It allows them to receive their stipend or pay immediately, giving them the ability to spend and manage their money easily.

The card can be used like a regular debit card at any place that accepts Visa or Mastercard, such as grocery stores, restaurants, gas stations and retail stores.

Click [here](#) to learn more about the Wisely card!

### Direct Deposit

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 their financial institution
- The ability to upload a PDF or picture of your direct deposit form
- Their account number & routing number

Please note, for teens that have direct deposit, their funds are posted within 24 hours of the pay date (i.e. some teens will be paid on Thursday and some may be paid on Friday depending on the financial institution).

Please look out for communications from our team on how we will be enrolling teens 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 Teen Stipends at [teenstipends@afterschoolmatters.org](mailto:teenstipends@afterschoolmatters.org) or 312-768-5199.

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## Instructional Strategy of the Month

### Liberatory Design: Re-thinking Design Thinking as a tool for Equity and Social Justice

The Liberatory Design Process was adapted by the National Equity Project (NEP)

from the Stanford school's design thinking process. NEP adapted the original framework to create the opportunity for designers to NOTICE + REFLECT on what they are bringing to a design thinking challenge.

**Liberatory design thinking can be used to guide the project design of any project, whether it's Arts, STEM, Community, or Leadership projects, or final presentations and showcases.**

**Youth Program Quality Assessment Alignment: Interaction** (Shared Goals, Inclusive relationships, Opportunities to work cooperatively)

Click [here](#) for more information about the ASM framework for Youth Program Quality.

## Great First Day Checklist

Use this handy checklist to make sure you have everything you need for a Great First Day! From reminding teens and parents about program start, to starting the day right with community building and norm setting, to filling empty spaces right away, program start can be a lot of moving pieces. Print and post [this tool](#) to make sure you have your first day on track!

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

## Important Dates and Deadlines

### Thursday, January 3, 2019

Launch of Spring 2019 Immersion  
and ASMU Teen Application

### January 7 - February 1, 2019

Conduct Teen interviews

### Thursday, January 17, 2019

S/SW Branch Spring Kick-Off  
meeting at South Shore Cultural  
Center, 4pm - 6pm

### Friday, January 18, 2019

Deadline to roll-over teens from  
Fall 2018

### Saturday, January 19, 2019

Downtown Branch Spring Kick-Off  
meeting at Gallery 37, 9:30am -  
11am

### Wednesday, January 23, 2019

N/NW Branch Spring Kick-Off

meeting at Lutz Center, 5pm -  
7pm

**Saturday, January 26, 2019**

Enrollment Deadline: Final Roster  
Due (February Start programs)



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

## Opportunities & Resources for Providers

### Weikart Center Webinars

The David P. Weikart Center for Youth Program Quality is hosting a webinar series designed for out-of-school time professionals who are interested in a deep dive into more advanced measures of program quality. For more information on upcoming sessions, please click the links below.

[Raising the Bar on Staff Supports: Building Staff SEL Skills](#)

[Raising the Bar on Problem Solving: Skills for Life Success](#)

[Raising the Bar on Building Youth Leaders: Teamwork and Responsibility](#)

## Program Provider Highlight

**Venita Williams**

**Word Choice Cafe & Urban Teen Magazine**





Venita Williams has been an instructor with After School Matters for 19 years through the organization Elijah's House. Venita runs two programs with After School Matters: Urban Teen Magazine and Word Choice Café. In her programs, teen walk away having built long-lasting relationships with each other and their instructor. She ensures that teens are not only gaining concrete skills, but that they are also making connections through engaged discussions, field trips, and job exposure. Venita sees the community as an extension of healthy spaces for her teens, and works hard to bridge the divide to make the streets safer for them. This past Fall, her Word Choice Café culinary program planned and prepared a meal for seniors in the community, and served the meal at the "Senior Citizens Prom". The teens invited other After School Matters programs to provide entertainment at the event, and Alderman Burnett also attended to serve alongside the teens. Venita is truly invested in inspiring both the teens in her program, and the larger community.

**Thanks Venita for all you do for After School Matters!**

## Opportunities & Resources for Teens & Alumni



Collaboracion Theatre is seeking submissions for [The Light Youth Theatre Festival!](#) Click [here](#) for more information.

Click [here](#) for more information on the [The Anhele Project Dream Scholarship](#) for students in Illinois.

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

### 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](#).

### Comuníquese Con Nosotros

Para mas información en español, llámenos al **312-846-7106** o mándenos un correo electrónico

a [espanol@afterschoolmatters.org](mailto:espanol@afterschoolmatters.org).

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

### Support Services Directory

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

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

**Thank you for showing teens they matter.**

Connect with us on social media for more program highlights.



**#TeensMATTER**

AFTER SCHOOL **matters**<sup>®</sup>

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