



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.



At this year's Instructor Forum, we are proud to announce the first annual **Purple Star Award** for instructional excellence.

Please click [here](#) to nominate a fellow instructor!

Nominations close November 20, 2018.

New/Potential Program Provider Application Process

After School Matters is seeking new Program Providers (Employee Instructors and Community-Based Organizations) interested in offering 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 and leadership, STEM, and sports.

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

- **Potential Instructors** can apply directly [here](#) to various Employee Instructor job openings starting Monday, November 5.
- **Community-Based Organizations** can submit an *Intent to Apply* form (an abbreviated version of the Request for Proposal - RFP) by clicking [here](#) and creating an online account.

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

ASMU Instructor Application

Calling all instructors! We are seeking a total of 10 instructors to facilitate programming and support teens during After School Matters University immersion programs this spring. The ASMU programs are 4 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. This program is dedicated to breaking down real and perceived barriers that stop CPS teens from pursuing a degree, a trade, or career. 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. The program is dedicated to teaching CPS teens key skills and habits to prepare for college and career success. 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.

Questions? Contact Samantha Deane, Post Secondary Program Manager, at 312-702-8954 or 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: direct deposit to a bank account 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 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 or 312-768-5199.

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.

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

Create opportunities for young people to mentor one another!

- Let youth lead and make decisions within group work and program activities. Leading an opening or closing an activity is a great place to start for newer leaders!
- Have your advanced youth pair up and mentor a newer participant.



Ask an Instructor!

How do you create mentorship opportunities?

“When a new skill is taught in the class, I have the older kids who already know the skill take the new kids and teach it to them. They become mini instructors. I briefly go over it, then the advanced people teach the new people.”

Why do you create mentorship opportunities?

“They learn from each other a lot easier: they hear from adults all the time and they are more receptive when it comes from their peers. The new kids are opening themselves up even more, and the older kids are taking on more leadership.”

-Gloria Hafer, After School Matters Culinary Instructor

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

Monday, November 12

Non-program day (Veterans Day)

Monday, November 12

Teen Survey opens

Monday, November 14

Instructor Survey emailed

Thursday, November 15

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

Monday, November 19

ASM Winter Break Outs and Spring 2019 Teen Application opens

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

DCASE Individual Artists Program Grants

The Individual Artists Program aims to assist Chicago's professional artists in creating work that elevates their careers and brings value to the City of Chicago. Project-based grants will be made to resident Chicago artists over the age of 18 across numerous disciplines through six funding categories. For detailed grant guidelines, timeline information, eligibility and to apply, click [here](#).

Program Provider Highlight

Mirtes Zwierzynski

Glass Mosaic Project for Gallery 37



Mirtes Zwierzynski has been an instructor with After School Matters for over 15 years. Her program, Glass Mosaic Project for Gallery 37, helps teens fabricate public art mosaics. The pieces created in this program are often placed within public parks, city institutions, schools and other spaces throughout the city. This month, Mirtes was honored at the Chicago Public Art Group's Annual Fundraiser for her work as a visual artists and muralist, and for her engagement in arts education through the years. In her artist statement, Mirtes says, "I believe that art, in all its forms, belongs to the public space and should not only be confined to specialized institutions. All art is public."

Thanks Mirtes for all you do for After School Matters!

Opportunities & Resources for Teens & Alumni



Click [here](#) for more information on the [Blick Art Material/The Renaissance Collaborative Art Contest](#) 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.

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](#).

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.

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.



#TeensMATTER

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