

This is a living calendar and will be updated throughout the session to include new deadlines/resources.

Updated as of 5/25

SPRING Program Wrap Up Reminders:

- Remind teens to apply for summer session!
- Complete Program Report (in Cityspan)
- Remind teens to complete their end of session survey sent via email
- Download/save anything you want from Google Classroom
- Inventory supplies & pack up program space
- CBOs submit expense reports to receive final payment

May						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Must enter attendance for M.P2	2	3	4	5 Stipend #2 (March start)	6 Summer Application Launch!	7 Last Day of Spring Session – Feb start
Summer Contracts Sent Out for Signature						
8 Must enter attendance for F.P3	9	10	11	12 Stipend #3 (Feb. start) HR New Instructor Onboarding 4pm	13 EI Pay Date	14
Summer Contracts Sent Out for Signature						
15	16	17	18	19	20	21 Last Day of Spring Session – March start
Teen Recruitment & Enrollment						
22 Must enter attendance for M.P3	23	24	25	26 Stipend #3 (March start) HR New Instructor Onboarding 4pm	27 EI Pay Date	28
Teen Recruitment & Enrollment						
29	30 Memorial Day ASM Office Closed Teen survey closes	31				

Make sure you're approved to work! You won't be able to start recruiting until you are cleared by ASM, so take the needed steps to get yourself (and CBO) all set.
[Instructor checklist guidance](#) [CBO checklist guidance](#)

Who to contact with questions regarding approval and checklists:
 N/NW Employee Instructors: ryan.juguan@afterschoolmatters.org
 S/SW Employee Instructor: kevin.murillo@afterschoolmatters.org
 CBOs: sophie.johannes@afterschoolmatters.org

June

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Interview and Enrollment Guide ASM HERE --- SYEP/DFSS HERE			1 Instructor How To: Interview 4pm	2 CBO Spring Expense report DUE Instructor program report DUE	3	4
Teen Recruitment & Enrollment						
5	6	7 HR New Instructor Onboarding 4pm	8 Instructor How To: Enroll 4pm	9 Stipend Corrections Date New Instructor Tech Training 3pm	10 EI Pay Date CPS Last Day of School New Instructor Institute 10am	11
Teen Recruitment & Enrollment						
12	13 In Person Safety Workshop 10:30am	14 Planning and Preparing Workshop 10am	15 Intro to Race and Racial Equity 4pm	16 Cultivating Joy 10am	17 ASM Office Closed	18 Juneteenth Enrollment Deadline
Teen Recruitment & Enrollment						
19	20	21 HR New Instructor Onboarding 4pm	22 Mental Health Awareness & Intervention 3pm	23 Disability Justice in Youth Programs 10am	24 EI Pay Date	25
26	27	28 Becoming Allies to Trans Youth 4pm	29 Restorative Practices in Action 10am	30 Community Care Hour 4pm		

Professional Development & 1:1 Support

- View full workshop series [HERE](#).
- Email professional.development@afterschoolmatters.org to schedule 1:1 consultation on Google Tech, program planning, or instructional support.
- **Counseling Resources and SEL office hours:** Sign up for instructional advice, curriculum planning input, or situation-specific advice from our counseling partners at Adler. Email sel@afterschoolmatters.org

Recruitment Resources & Reminders

- [Recruitment Guide](#)
- [Google Interview Form Tutorial](#)
- Use social media to get the word out, tag @afterschoolmatters
- Canva.co is an easy and free resource to create fliers and social media posts
- Activate current teens or alumni to share with their networks

July

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Send 1 st day reminder to teens!	
3	4 Independence Day ASM admin offices closed	5 First Day of Summer Programs!	6 Instructor How To: Take Attendance & Monitor Roster 4pm	7	8 EI Pay Date Setting Boundaries 10am Field Trip Requests DUE	9
10	11	12	13	14	15 Transformative Supports for Teaching Challenges 10am	16
			20	21	22 EI Pay Date Navigating & Transforming Community Violence 10am	23
24	25	26	27	28	29 Meditation & Mindfulness 10am	30
31						

[Field Trip + Visiting Professional Request](#)

Teen Stipend Helpful Info

- [Direct deposit sign up](#)
- Lost Wisely Card? Teen call 866-313-6901 to order replacement or attend one of the ASM Replacement Pick Up Days
- Teen Stipends Hotline (312)-768-5199 or teenstipends@afterschoolmatters.org
- Remind teens to go into their dashboard to complete checklist items and confirm they are ready to be paid

STIPEND Payment Information

Single Day \$250 | Pre-App: \$375 | App: \$420 | Adv. App: \$1,210
Stipends Basic Document

SYEP Teen Payment Information

\$15 per hour; teens only paid for hours worked
Taxes will be taken out of teen payment
Payment Basics Document

August

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Instructor How To Series: Program Wrap Up 4pm	4	5	6
7	8	9	10	11	12 EI Pay Date Last Day of Summer Session!	13
14	15	16	17	18	19	20
21	22	23	24	25	26 EI Pay Date	27
28	29	30				

ASM Lingo Explained

- **EI:** Employee Instructor; meaning you submit a timesheet and get paid directly by ASM
- **CBO:** Community based organization
- **Cityspan:** program database/management tool used for all ASM programs
- **Stipend:** payment made to teens, not hourly
- **SYEP:** new for summer, DFSS-funded programs that have specific structure and requirements. You will be notified by ASM if your program is SYEP

Program Wrap Up Reminders:

- If running in the fall, talk to teens about continuing roll them over.
- Complete Program Report (in Cityspan)
- Remind teens to complete their end of session survey sent via email
- Download/save anything you want from Google Classroom
- Inventory supplies & pack up program space
- CBOs submit expense reports to receive final payment