

AFTER  
SCHOOL matters®

# Teen Intern Manual

Summer 2025



[afterschoolmatters.org](https://afterschoolmatters.org)

Dear **After School Matters** Intern,

Congratulations! You have been selected to participate in an After School Matters internship 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 internship offers. By working with our expert Instructors/Site Supervisors, you will 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 internship. Please read it carefully. If you have any questions, please speak with your Instructor/Site Supervisor, 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,

A handwritten signature in black ink that reads "Mary Ellen Caron". The script is fluid and cursive, with the first letters of each name being capitalized and prominent.

Mary Ellen Caron  
Chief Executive Officer

## Quick Reference Guide



### Intern 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.
- Be an Ambassador – be positive. Represent professionalism and excellence in all environments, remotely or in-person.
- 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 an After School Matters internship.



### Attendance Policy

- Interns must work according to the schedule designated by their Instructor/Site Supervisor.
- Interns will be paid only for hours worked.
- Absences from work require prior approval from Instructor/Site Supervisor.
- Unexcused tardiness (15 min late or leaving 15 min early) may result in parent/guardian notification.
- In the event an intern will be absent or leave early, they should notify Instructor/Site Supervisor as soon as possible.
- Unexcused absences without acceptable notice to or without justification deemed acceptable by Instructor/Site Supervisor will be subject to the Intern Behavior Modification process which could result in termination.



### Wage Requirements

- Submit all required forms (I-9, W-4, etc.) within 3 business days after start of program
- Provide valid City of Chicago address and information for SSN to receive wages
- See the attendance policy on page 8 for more details



### Help Center/Contact Us!

Submit a request:  
Click [here](#) to fill out the form.

General Questions  
312-768-5200

Wage Information  
312-768-5199

Para más información en español  
312-846-7106

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# What can I expect from an After School Matters internship?

## Internship 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 internship, 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 internships are interesting, exciting, and relevant to the real world.

## Internship Components

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

## **Internship Schedule**

|                               | All Programs                     |
|-------------------------------|----------------------------------|
| Summer 2025 Start Date        | Monday, June 23, 2025            |
| Summer 2025 End Date          | Friday, August 1, 2025           |
| Summer 2025 Non-Program Dates | Friday, July 4: Independence Day |



### **Orientation**

On the first week of your internship, 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 a 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 members 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/Site Supervisor 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. You are now able to access the survey via Cityspan, click [here](#) for further instructions. 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 will need to speak about them in interviews for school or for a job.



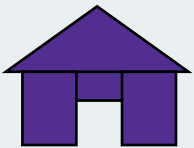
### Final Product Policy

After a final product piece has been showcased on the [TEENMADE website](#) 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 set an appointment to pick the item up.

### 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 internships. For example, we can modify procedures for applying for internships, 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/Site Supervisor and our After School Matters' People and Culture team.

### Internship Regulations



#### After School Matters Programs Are Safe Spaces

- **Equal opportunities** – An Instructor/Site Supervisor 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 wages.
- **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/Site Supervisor or other representative of After School Matters is prohibited and will not be tolerated.



If you observe violations of these policies, contact People and Culture at [people@afterschoolmatters.org](mailto:people@afterschoolmatters.org)

# What does After School Matters expect of me?

## **Intern Responsibilities**

### **Work Ethic**

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

### **Communication**

- Be honest; dishonesty is unacceptable.
- Communicate with your instructor/site supervisor about any challenges you face relating to programming.
- Communication is verbal and non-verbal. Use proper words and body language with your Instructor/Site Supervisor 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 internship opportunity and improve your skills.

### **Respect**

- It is important to have a good relationship with your Instructor/Site Supervisor 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.
- Be positive. When you wear your After School Matters t-shirt, you should represent professionalism and excellence in all environments.
- 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 Site Supervisor 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 internship area unless you received permission from your Site Supervisor to leave the area.
- If you are injured during your internship, you should inform your Site Supervisor IMMEDIATELY, even if you do not think you need medical attention. Your Site Supervisor 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 Site Supervisor or another ASM representative immediately!
- A Site Supervisor, Liaison, Volunteer, or anyone representing After School Matters should not transport you in his or her private vehicle for any purpose.



## 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 Intern Participation Expectations

- I will be ready to start on DAY ONE with this program checklist:
  - Activate my ASM Google Account
  - Join my ASM Google Classroom
  - Verify my supply delivery with my Instructor/Site Supervisor
  - 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.



## **Complaints or Concerns**

After School Matters has established the following procedure for teens to resolve any complaints concerning the internship. These complaints could relate to internship and Instructor/Site Supervisor 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. If you are not comfortable bringing your complaint to them or do not feel they have adequately resolved your complaint, contact People and Culture at [people@afterschoolmatters.org](mailto:people@afterschoolmatters.org).

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

**Please Note:** If your complaint concerns the conduct of your **Instructor/Site Supervisor** and you are not comfortable raising your complaint directly with them, contact the People and Culture at [people@afterschoolmatters.org](mailto:people@afterschoolmatters.org).

## **Attendance Policy**

To ensure that you have a productive and enriching experience, we expect you to attend, and arrive on time, each day of internship.

- You are expected to attend your internship every day, for the entire duration of the internship time.
- Interns are only paid for hours worked.
- Please contact your Instructor/Site Supervisor if you're going to be late or absent.
- Absences from work require prior approval from Instructor/Site Supervisor. If there are unexcused absences, Intern may be subject to the Intern Behavior Modification process, which may result in termination. For more information on time off, including Paid Leave, please see below.
- Unexcused tardiness (15 min late or leaving 15 min early) may result in parent/guardian notification and the Intern Behavior Modification Process.
- If your Instructor/Site Supervisor cancels an internship day, he or she will make every effort to notify you and your parent/guardian in a timely manner.
- If the internship day is rescheduled, you should be available on the rescheduled day

## **Time Off**

Teen Interns are eligible for Paid Leave with the following rules:

|                                                             | Paid Leave for Teen Program Interns                                                                                                                                                                                                                    |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose</b>                                              | Absence for any reason of the Teen Intern's choosing.                                                                                                                                                                                                  |
| <b>Notice and approval</b>                                  | You must notify your supervisor of your intent to use Paid Leave as soon as practicable, and at least 1 hour in advance. After School Matters may deny requests for Paid Leave due to operational needs, but requests will not be unreasonably denied. |
| <b>Waiting period before new employees may use time off</b> | 90 days from 7/1/2025 (if you were in a summer 2025 internship) or Teen Program Intern's first day, whichever is later.                                                                                                                                |
| <b>Time when paid time off will accrue</b>                  | Paid Leave will begin accruing on 7/1/2025 (if you were in a summer 2025 internship) or Teen Program Intern's first day, whichever is later.                                                                                                           |
| <b>Smallest increment of time off that you may take</b>     | Two hours.                                                                                                                                                                                                                                             |
| <b>Carry into next year</b>                                 | Up to 16 hours of unused Paid Leave                                                                                                                                                                                                                    |
| <b>Payment in lieu of using time off</b>                    | No. Paid Leave is not paid out when an Intern leaves After School Matters.                                                                                                                                                                             |
| <b>Rate of accrual</b>                                      | 1 hour of paid leave per 40 hours of time worked, with a maximum accrual of 40 hours per year.                                                                                                                                                         |

Employees must accrue Paid Leave before taking it. For example, to take Paid Leave during a pay period, the Teen Intern must accrue sufficient Paid Leave time prior to the pay period when the Paid Leave takes place. If a Teen Intern takes leave without accrued Paid Leave, they will not be paid for the time missed.

Return to work: If you have been absent for three or more consecutive work days due to sickness, then, before you return to work, you may be required to provide medical certification that you are able to perform the essential functions of your job with or without reasonable accommodation.

### **Teen Dress Code**

- Teens should dress to prepare for future professional or work experiences (e.g., pants, skirts, jeans, button down or collared shirts, polos, t-shirts). No short shorts (length shouldn't be shorter than their fingertips when their arms hang at their sides), no halter tops or cropped belly tops where abdomen or stomach are visible, T-shirts with explicit or offensive languages, low hanging pants that show undergarments should not be worn.
- Teens should abide by their program's specific dress code (e.g., helmets, safety goggles, theater and performance costumes, dance shoes, protective gloves, aprons, etc.).

### **Teen Contact and Intimacy in Theater Programming**

Rules around intimacy or contact in theaters (fighting, kissing, embracing, etc.) involving teens should be handled sensitively, with the need for careful orchestration:

1. Teens should not be required to participate in intimate acts with which they are uncomfortable.
  - a. If a teen expresses discomfort with a proposed act, Instructors should present alternative ways to express the sentiment with which the teen is comfortable, which may involve avoiding physical contact.
2. Teens and their parents/guardian(s) should always be made aware of any intimacies/physical acts in which they will be involved. Written and/or verbal consent must be given, including acknowledgement of teen's boundaries before performing intimacies. These boundaries should be respected during rehearsal and in performance.
  - a. Instructors should encourage any teen(s) who feel uncomfortable with such intimacies being performed that they can withdraw their consent at any point and choose to not participate in the act.
3. Teens and instructors, as well as any other parties involved, should always maintain a clear line of communication regarding what intimate acts may take place and if everyone is comfortable or uncomfortable with the performance.
4. **All intimacy is to be choreographed and documented.** Have a plan B and rehearse this option in the event that a teens' boundaries change.

### **Intern Behavior Modification Process**

The Intern Behavior Modification Process applies to the After School Matters' internship day when teens are traveling to and from their internship, during internship hours, and at any After School Matters related event. If you engage in unacceptable behavior, you may be subjected to the Intern Behavior Modification process and/or terminated from the internship. Examples of unacceptable behavior include, but are not limited to:

- Physically, verbally, and/or sexually abusing or harassing any program participants, Site Supervisors, Liaisons, or ASM staff members in person or via the internet
- Engaging in violent or threatening behavior
- Being disruptive, disrespectful, or uncooperative
- Using curse words, sexual, or vulgar language
- Stealing or destroying property
- Using or possessing any illegal drugs or alcoholic beverages
- Possessing a weapon

**Please Note:** You must also abide by the rules and regulations that exist for the internship site (i.e., if your program meets at a school that does not allow gum chewing, you cannot chew gum in the internship).

- Engaging in gang activity and/or recruitment
- Leaving the premises during internship hours without Site Supervisor permission
- Knowingly using a social security number that is not your own
- Falsifying your attendance logs or other forms
- Not performing the job for which you were hired
- Refusing to participate in work activities
- Any other misconduct that negatively impacts the internship
- Insubordination, including refusal to follow instructions or directions of management personnel and failure to promptly perform on a directive of an Instructor/Site Supervisor
- Absences without acceptable notice to or without justification deemed acceptable by Instructor/Site Supervisor
- Excessive unapproved absenteeism, tardiness or early leavings; excessive and overlong breaks, or not returning from a break as scheduled

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. Instructor/Site Supervisor may notify your parent or guardian, as appropriate.

The Intern Behavior Modification Process ‘warning steps’ are as follows (each action will be documented, and the Program Specialist, People & Culture, and intern’s parents/guardians will be notified):

- Verbal coaching from Instructor/Site Supervisor
- If behavior doesn’t change, Instructor/Site Supervisor loops in Program Specialist for verbal warning
- If behavior doesn’t change, Intern Behavior Modification form is completed with input from People & Culture
- If behavior doesn’t change, intern is terminated with assistance from People & Culture

# What should I know about intern pay?

## Pay Eligibility



To be eligible for a wage and receive it on time, here are the guidelines:

- **Interns are paid for the hours they work.** See attendance policy on page 8 for more details.
- Submit all required forms (I-9 and W-4), projects, and other assignments on time.
  - Teen interns are given 3 business days after first day of program to complete the I-9 verification.
    - For example, if a teen began work on Monday, they must complete I-9 verification by Thursday of that week.
  - Teens with incomplete I-9 will be terminated from their internship.
  - After termination, teens can join a stipend-based program.
- Complete all required trainings.
- Provide valid City of Chicago address and information for SSN.
- Submit the Program Acknowledgment Consent and Release (PACR) Form, signed by you and your parent or guardian. An 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.
- You must start attending the program by the cutoff days of each period (see Intern Pay Schedule, under "Must Attend By").

## Pay Distribution



Interns will be paid via two options: direct deposit or Wisely Pay by ADP Card.

- Teens with a verified SSN will be automatically enrolled on a Wisely Card and it will be mailed to the address on the application.
- Your Wisely card will be sent to the address submitted on your application and delivered via USPS. You will receive an email from Teen Stipends confirming your Wisely enrollment and can expect to receive the card 7-10 business days from the date of that email.
- Teens who do not have a SSN # on file cannot be enrolled onto the Wisely card.
- When you receive your Wisely Pay by ADP card you must activate it right away at <https://www.activatewisely.com/> or by calling the number on the back of your card. For instructions on how to activate your Wisely card, please click [here](#).
- You will receive your Wisely card with a voucher that looks like a check. The checks that come in your Wisely kit are for emergencies only. They provide access to your money in case your card is lost or stolen.
- If your Wisely card is lost or stolen, you may receive one free replacement by calling Wisely at **866-313-6901**. If you lose your free replacement card, you will be charged \$6.00 to receive a new one.
- If you signed up for direct deposit, your direct deposit goes through a verification process. The deadline for direct deposit is **07/25/2025**. If your account information is not verified, you will be enrolled to receive all future payments through the Wisely card.
- Direct Deposit Form link: [HERE](#). Teens with a personal bank account can submit a direct deposit form. All teens without submitting a form will be paid via Wisely card after form closes **on Friday, July 25, 2025 at 11:45 PM CDT**.
- If you've had a change of address, please alert your Site Supervisor of the change as soon as possible so that it may be updated in Cityspan and your Wisely card or check can be delivered to the correct address.

## Summer 2025 Intern Pay Schedule

You will receive your wages in the form of Wisely Pay card or Direct Deposit. Payments are provided separately for six periods.

**IMPORTANT:** 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 an After School Matters internship.

| WAGE-BASED PROGRAMS |                               |
|---------------------|-------------------------------|
| Internship          | \$16.60 per hour BEFORE TAXES |

| Pay Period | Period Dates       | Pay Date                |
|------------|--------------------|-------------------------|
| P1         | June 1 – June 14   | Friday, June 20, 2025   |
| P2         | June 15 – June 28  | Friday, July 4, 2025    |
| P3         | June 29 – July 12  | Friday, July 18, 2025   |
| P4         | July 13 – July 26  | Friday, August 1, 2025  |
| P5         | July 27 – August 9 | Friday, August 15, 2025 |

## Teen Dashboard now available in Teen Application

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

- Enrollment Status
- Google Classroom Information
- Teen Pay and Status (is my checklist complete?)
- Ventra Information (summer only)
- Program Application Status

You can confirm if you are on track to receive an intern 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 resource will also provide clear instructions to follow if you are not enrolled in a program. **You will need your Application ID to access this Teen Dashboard page within the teen application** at <https://afterschoolmatters.org/apply/>. The Application ID was provided in the enrollment notice provided to you and the parent/guardian email on file. If you need your Application ID, please visit the Help Center and submit a request form [here](#) and someone from our support staff will contact you.

## Tax Information

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. Your wages and additional income from an internship may affect any benefits, government or financial assistance that your family receives.

As an intern, After School Matters will withhold taxes from your paychecks (as required by law), and you will receive a W-2 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).

After School Matters will mail your tax form (1099 or W-2) next January, provided you include your name and date of birth. To inform After School Matters of your new address. Please visit the Help Center and submit a request form [here](#) and someone from our support staff will contact you.

*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/>.*



All Other Stipend Questions: Please call the Teen Stipend Hotline: 312-768-5199. We are open Monday through Friday, 9am to 5pm.

## INTERN I-9 REQUIREMENTS

United States Federal law requires every employer who recruits, refers for a fee, or hires an individual for employment in the U.S. to complete Form I-9, Employment Eligibility Verification for each employee.

### **Teen I9 Verification Deadline (Only Applicable to Teens 16+ That Are Paid as Interns or Program Assistants).**

Teens who accept an offer to participate in an ASM Internship are required to complete the I-9 employment eligibility verification process to verify their identity and employment authorization.

It is highly recommended that the I-9 verification process be completed ahead of the start of programs but no later than three business days after starting the program (Example – Thursday for programs that start on Monday). Failure to complete the I-9 employment eligibility verification process in accordance with federal law, will impact teen internship program placement up to cancellation of enrollment.



### **HOW TO GET PAID:**

#### **TO RECEIVE PAY, YOU MUST COMPLETE AND SUBMIT THE FOLLOWING INFORMATION:**

##### ☐ **First Time-Interns**

Attend on-site I-9 Employment Verification with the People & Culture Team **before** your first day of program. **Proper Employment Verification Documents are Required.**

☐ Turn in electronic W-4 forms on ADP Workforce Now.

☐ Clear IRS and address verification.

**New and updated SSN/IRS Verifications will be processed every Thursday.**

##### **Returning Interns**

☐ Submit a signed Parent Program Acknowledgment, Consent and Release Form (**PACR**).

☐ Submit a completed Teen Program Acknowledgment, Consent and Release Form (**Waiver**).

- There are no maximum absences. Interns will receive pay for the hours worked.

## What additional skills do I gain through my After School Matters program?

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### **The MHA Building Blocks**

The MHA (Means and Measures of Human Achievement) Building Blocks are a common set of easy-to-understand 21<sup>st</sup> 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



## Forms

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### **Internship Forms**

To participate in After School Matters internship, teens must have a signed Program Acknowledgement, Consent, and Release (PACR) form, I-9, W-4 on file. If you are a new participant, you must e-sign the PACR form as part of your program application and have your parent or guardian e-sign the form as well. Notify your instructor immediately if you have any questions about the forms.



### **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 on the online After School Matters [TEENMADE website](#), or at an After School Matters TEENMADE pop-up location. All revenue from the TEENMADE art and products is used to fund future After School Matters programs. You may purchase your own work at a discounted rate. Moreover, if your item does not sell within two program sessions, it may be returned to you.



### **Help Center/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. Please visit the Help Center and submit a request form [here](#) and someone from our support staff will contact you.



### **Wisely/Teen Pay Resources**

How to activate your Wisely card?: [HERE](#)

What is Wisely One Pager: [HERE](#)

General Wisely FAQ: [HERE](#)

Summer 2025 Teen Pay Option: [HERE](#)

ADP Account Registration Guide: [HERE](#)

I-9 Employment Verification Information: [HERE](#)

Are You Cleared to be Paid Flyer: [HERE](#)

Wisely Event Flyer: [HERE](#)

In exchange for the opportunity to participate in an After School Matters program, including Pre-Apprenticeships, Apprenticeships, Internships, Assistantships, and Master Classes (together, the “**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 Pre-Apprenticeships, Apprenticeships, Assistantships, and Master Classes, whether remotely or in person at a program site, carries certain risks to Teen or property that cannot be eliminated regardless of the care taken to avoid injuries, illness (including COVID-19), 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 in Pre-Apprenticeships, Apprenticeships, and/or Master Classes, and They elect to participate in spite of the risks. Participation is voluntary, and They assume all risks.

## Medical Consent and Release

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 agree that they may be required to pay all or most of the expenses incurred for such treatment.

**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. Teen work completed during an Internship may be the property of the organization, company or partner, based upon the organization and company policies.

**Community Safety Protocol:** Teen and Guardian will adhere to After School Matters safety protocols and consent to the use of metal-detection wands, bag/backpack checks, and image scanners to detect sharp objects or potential weapons when entering an After School Matters facility, where applicable. These community safety protocols apply to all visitors of ASM buildings and are designed to ensure the safety and security of teens, guardians, staff, and the entire After School Matters community.

**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.

**Remote Engagement:** Due to public health or other concerns, Program may be offered remotely, either entirely or in part, through an online platform (“**Remote Program**”). Teen and Guardian consent to communication with After School Matters staff, other Program participants, community-based organizations, businesses and other partners that provide Program(s), through Google Workspace or any other After School Matters approved online platform or other After School Matters approved methods to ensure full participation in in-person or remote Program(s).

Teen and Guardian acknowledges and agrees that during the Remote Program, Teen may complete independent program assignments (e.g., running, biking, taking photographs, cooking, etc.), indoors and outdoors. Guardian agrees to monitor and supervise Teen and accepts responsibility for Teen during the Remote Program. Teen and Guardian agree to report to After School Matters any accident, and unusual or inappropriate interaction that occurs during remote engagement and/or completion of activities and program assignments.

For some Remote Programs, After School Matters and/or its community-based partners may deliver program supplies such as cookware, painting supplies, technology devices, etc. (“**Program Supplies**”) to Teen’s residence based upon Program requirements.

Teen and Guardian consent to the delivery of Program Supplies to Teen's residence and will accept accordingly. Teen and Guardian are responsible for the use of the supplies and equipment provided.

**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)



After School Matters is a nonprofit organization that provides free after-school and summer programs to teens in every Chicago neighborhood. Teens explore their passions, develop new skills, and enhance their sense of self while being taught by expert instructors.

Teens earn a stipend/wage while participating in programs in the arts, communications and leadership, sports, and STEM. Over the past **30+ years**, ASM has served more than **400,000** Chicago teens.

#### Wage Schedule for Internships

|                   |                   |
|-------------------|-------------------|
| Pay 1             | Friday, June 20   |
| Pay 2             | Friday, July 4    |
| Pay 3             | Friday, July 18   |
| Pay 4             | Friday, August 1  |
| Pay 5             | Friday, August 15 |
| Final Corrections | Friday, August 29 |

#### Summer 2025 Program Card

AFTER  
school matters®

MY NAME: \_\_\_\_\_

MY SCHEDULE

|                                 |                                  |                                    |                                   |                                 |                                   |
|---------------------------------|----------------------------------|------------------------------------|-----------------------------------|---------------------------------|-----------------------------------|
| <input type="checkbox"/> MONDAY | <input type="checkbox"/> TUESDAY | <input type="checkbox"/> WEDNESDAY | <input type="checkbox"/> THURSDAY | <input type="checkbox"/> FRIDAY | <input type="checkbox"/> SATURDAY |
| TIME: _____                     | TIME: _____                      | TIME: _____                        | TIME: _____                       | TIME: _____                     | TIME: _____                       |

[afterschoolmatters.org](https://afterschoolmatters.org)

   [afterschoolmatters](https://afterschoolmatters.org)

66 East Randolph Street  
Chicago, Illinois 60601  
Phone: 312.768.5200

#### Questions?

Scan the QR code or visit  
[afterschoolmatters.org/contact](https://afterschoolmatters.org/contact)  
to get in touch with us.

