

PROGRAM SCHEDULE	All Programs
Start Date	Monday, June 23, 2025
Non-Program Days	Friday, July 4: Independence Day
End Date	Friday, August 1, 2025

Period	Period Dates	Stipend Date
P1	June 23 – July 12	Friday, July 18
P2	July 13 – August 1	Friday, August 8
Final Corrections	June 23 – August 1	Friday, August 29

PROGRAM MODELS STIPEND AND ALLOWED ABSENCES INFORMATION

Program Model	Period 1 Stipend	Period 2 Stipend	Total Stipend	Absences Allowed Remote	Absences Allowed In-Person
Diverse Learners Apprenticeship (The Buddies)	\$210	\$210	\$420	2	4
Apprenticeship (The Youth Health Ambassador Program)	\$225	\$225	\$450	2	4
Apprenticeship (Related/Chicagobility)	\$240	\$240	\$480	2	4
Apprenticeship (Learn and Earn Program)	\$300	\$300	\$600	2	4
Advanced Apprenticeship	\$425	\$425	\$850	2	4

- Contact your instructor if you'll be late—unexcused tardiness may be counted as an absence.

PAY AMOUNT

WAGE-BASED PROGRAMS	
ASM Community Ambassador/SYEP/Internship*	\$16.60 per hour BEFORE TAXES

* Age restriction: Teen must be 16+ by the first day of program to participate

INTERN PAY SCHEDULE

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



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 IF I DIDN'T GET PAID?

If you did not get paid on payday because of missing teen checklist items, please check your dashboard at afterschoolmatters.org/teens/apply.



NEED STIPEND HELP?

Call 312-768-5199 or scan the QR code to submit your question.



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 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.

STEPS TO GETTING PAID!

SSN

I entered a verified SSN/ITIN and a valid city of Chicago address in my application.



My parent/guardian and I signed the PACR (Program Acknowledgement, Consent, and Release) electronically or emailed a copy to my instructor.



I completed all my checklist items (see missing items on Dashboard)



I started attending my program by July 12, 2025



I didn't exceed the maximum number absences allowed within my program model.

*Refer to page 1 and 2 for the table that states the maximum allowed absences per program model.

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, please contact the Director of Program Quality and Compliance, Jocelyn Moralde, at jocelyn.moralde@afterschoolmatters.org. After School Matters takes all complaints seriously and will work with you to address them in a timely manner.

\$\$\$

- After School Matters will provide you a Wisely ADP card for FREE and will load your stipend on this card OR you can apply for direct deposit. The deadline for direct deposit is **07/25/2025**.
- To be eligible for a stipend by the end of each period, teens must participate in a program through the end of a period and must attend a program before "Must Begin by" date. If a teen drops a program before the end of the period, then they forfeit their stipend for the period. For example, a stipend covering 6/20-7/8, if you dropped on 7/8, you will not be eligible for that period's stipend.

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.

For the full version of the Summer 2025 Teen Manual, please go to <https://afterschoolmatters.org/resources/>.

CONTACT US

For any questions, comments, or concerns, please submit a request through the After School Matters "[Help Center](#)," and someone from our support staff will contact you!