

AFTER
SCHOOL matters®

Teen Apprentice Manual

Summer 2024



afterschoolmatters.org

Dear **After School Matters** Participant,

Congratulations! You have been selected to participate in an After School Matters 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 program offers. By working with our expert instructors, 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 program. Please read it carefully because there are some new and exciting changes. Specifically, pay close attention to the sections about signing the Program Acknowledgment and Consent and Release form, the attendance policy, and the Teen Stipend Page where you can determine if you are eligible for your stipend. If you have any questions, please speak with your Instructor, 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,



Mary Ellen Caron
Chief Executive Officer

Quick Reference Guide



Participant 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 assistants must be at least 16 years old on the day that program begins. Anyone younger than 16 cannot participate in an After School Matters assistantship.



Attendance Policy

- Teens cannot exceed the maximum number of absences allowed within their program model. (Refer to page 15 for the table that states the maximum allowed absences per program model).
- Unexcused tardiness (15 min late or leaving 15 min early) may count as an absence and may result in parent/guardian notification.
- In the event that a teen will leave program early, teens should submit written permission from their parent or guardian in advance. This may still be considered absences for purposes of stipend eligibility.



Stipend Requirements

- Submit all required forms (during week 1 of program).
- Provide valid City of Chicago address and information for SSN/ITIN to receive the full stipend.
- Meet minimum attendance requirements – Teens cannot exceed the maximum number of absences allowed within their program model. (Refer to page 15 for the table that states the maximum allowed absences per program model).



Help Center/Contact Us!

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

General Questions
312-768-5200

Stipend Information
312-768-5199

Para más información en español
312-846-7106

MAP TO GETTING YOUR STIPEND ON TIME

Start Here



1. I completed the Teen Application and entered my SSN or ITIN. Returning teens with verified SSNs do not need to re-enter.



2. WEEK 1: My parent/guardian and I both e-signed the Program Acknowledgement Consent and Release (PACR) Form online.



3. My name is on the After School Matters attendance sheet.



4. I did not exceed the maximum number of allowed absences within my program model.
**Refer to page 15 for the table that states the maximum allowed absences per program model.*



SUCCESS!
YOU'VE GOT YOUR STIPEND!

Table of Contents

What can I expect from an After School Matters program?	5-6
Program Overview	5
Program Components	5
Policy Modifications and Accommodations for People with Disabilities	6
Program Regulations	6
What does After School Matters expect of me?	7-13
Participant Responsibilities	7
After School Matters Netiquette	8
ASM Teen Participant Expectations	8
Teen Pledge	9
COVID-19 Safety & Protocols	10
Complaints or Concerns	11
Attendance Policy	11
Teen Dress Code	11
Teen Contact and Intimacy in Theater Programming	12
Supported Behavioral Management Policy	12-13
What should I know about stipends?	13-16
Stipend Eligibility	13
Stipend Distribution	14
Stipend Schedule	14
Stipend Amounts	15
Teen Dashboard now available in Teen Application	16
Tax Information	16
What additional skills do I gain through my After School Matters program?	17
The MHA Building Blocks	17
Forms	18-20
Participant Forms	18
Teen Artwork Purchasing Form	18
Lost/Stolen Check Form	18
Help Center/Contact Us Form	18
Program Acknowledgement, Consent, and Release	19-20

What can I expect from an After School Matters program?

Program 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 program, 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 programs are interesting, exciting, and relevant to the real world.

Program Components

Program Schedule

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

	All Programs
Summer 2024 Start Date	Monday, June 24, 2024
Summer 2024 End Date	Saturday, August 2, 2024
Summer 2024 Non-Program Dates	• Thursday, July 4, 2024: Independence Day • Friday, July 5: Independence Day



Orientation

On the first day of program, your Instructor 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 member 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 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. This information helps After School Matters improve the quality of programs. Your responses will also be given to your Instructor 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 Gift Shop 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 at the Gift Shop.

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 programs. For example, we can modify procedures for applying for programs, 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.

Program Regulations

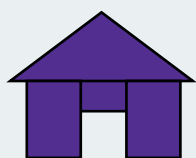
After School Matters Programs Are Safe Spaces

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

If you observe violations of these policies, contact the Director of Program Quality and Compliance, Jocelyn Moralde, at jocelyn.moralde@afterschoolmatters.org.



Participant Responsibilities

Work Ethic

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

Communication

- Be honest; dishonesty is unacceptable.
- Communicate with your Instructor about any challenges you face relating to programming.
- Communication is verbal and non-verbal. Use proper words and body language with your Liaison, Instructor, 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 program opportunity and improve your skills.

Respect

- It is important to have a good relationship with your Liaison, Instructor, 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 Instructor 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 program area unless you received permission from your Instructor to leave the area.
- If you are injured during program, you should inform your Instructor IMMEDIATELY, even if you do not think you need medical attention. Your Instructor 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 Instructor, Liaison, or another ASM representative immediately!
- An Instructor, Liaison, Volunteer, or anyone representing After School Matters should not transport you in his or her private vehicle for any purpose.

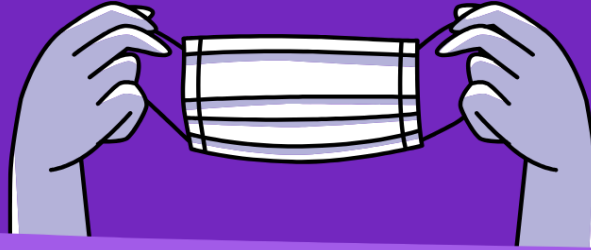
After School Matters Netiquette

- 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 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.

Teen Health Pledge



By choosing to teach an After School Matters' in-person program, I am making an on-going commitment to follow all COVID-19 related guidance and safety precautions required by ASM, its partner locations, and field trip sites.

- Review the [ASM COVID-19 symptom checker](#) daily prior to arriving to programs and stay home if you don't feel well or are experiencing any COVID-19 symptoms.
- [Follow all requirements of the program site for entering/departing programs.](#)
- Arrive and depart at the designated time and place of my program.
- [Complete ASM's daily entry/exit process of scanning in at ASM buildings.](#)
- Acknowledge that wearing a mask is optional, but recommended during ASM programs, whether vaccinated or not.
- [Maintain social distancing whenever possible.](#)
- Wash my hands frequently or use hand sanitizer.
- [Use my own supply kit for program.](#)
- Stay with my program cohort or classroom.
- [Follow specialized health requirements for sports, singing, and other programs, if any.](#)
- Raise any safety concerns with my instructor.
- [Cooperate with ASM by adhering to quarantine requirements, where necessary.](#)
- Email or G-Chat my instructor immediately if I have been exposed or tested positive to COVID-19.
- [Respect that everyone has their own level of comfort with COVID-19 and adhere to the highest level of care for all involved.](#)

By choosing to attend any After School Matters' in-person program, I make a commitment to follow all COVID-19 related guidance and safety precautions required by ASM, its partner locations, and field trip sites.

COVID-19 Safety & Protocols

Here is a list of things for teens to follow during the entire program session:

- Sign in & out of program space
- Teen and instructors are recommended to wear masks during program time, but it is not required
- If masks are worn, they must cover the mouth and nose
- Practice good hygiene – wash your hands!
- Socially distance yourself whenever possible in program space
- Follow all posted rules and guidelines



It's all our responsibility to keep ourselves and each other safe. Your safety is our #1 priority.

Complaints or Concerns

After School Matters has established the following procedure 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.

You may, but are not required to, raise your complaint first to your instructor or liaison. If you are not comfortable bringing your complaint to them or do not feel they have adequately resolved your complaint, 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.

Please Note: If your complaint concerns the conduct of your **Liaison or Instructor** and you are not comfortable raising your complaint directly with them, contact the Director of Program Quality and Compliance, Jocelyn Moralde, at jocelyn.moralde@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 programs unless you have provided written permission from a parent or guardian.

- There are consequences for poor attendance. **Teens cannot exceed the maximum number of absences allowed within their program model. (*Refer to page 15 for the table that states the maximum allowed absences per program model).** If you have more than the maximum number of absences allowed, you may receive a partial, or no stipend check at the end of the program. You also may be dropped from the program.
- You are expected to attend programs every day, for the entire duration of the program time.
- To be eligible for a stipend by the end of each period, teens must participate in a program through the end of a period. If a teen drops a program before the end of the period, then they forfeit their stipend for that period.
 - For example, a stipend period covering 06/20 - 07/08, if you are dropped on 07/08, you will not be eligible for that period's stipend.
- Please contact your instructor if you're going to be late.
- Unexcused tardiness (15 min late or leaving 15 min early) will count as an absence and may result in parent/guardian notification.
- In the event that a teen will leave program early, teens should submit written permission from their parent or guardian in advance. This may still be considered an absence for purposes of stipend eligibility.
- If you are absent from a program without notifying your Instructor in advance, they may call your parent or guardian to notify them about your absence.
- If your Instructor cancels a program day, he or she will make every effort to notify you and your parent/guardian in a timely manner.
- If the program is rescheduled, you should be available on the rescheduled day.

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 teen's boundaries change.

Supported Behavioral Management Policy

The Supported Behavioral Management Policy applies to the After School Matters' program day when teens are traveling to and from programs, during program hours, and at any After School Matters related event. If you engage in unacceptable behavior, you may be subjected to restorative practice, terminated, and/or forfeit your stipend. Examples of unacceptable behavior include, but are not limited to:

- Physically, verbally, and/or sexually abusing or harassing any program participants, Instructors, 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
- Engaging in gang activity and/or recruitment
- Leaving the premises during program hours without Instructor/Site Supervisor/Liaison permission
- Knowingly using a social security number or individual taxpayer identification number (ITIN) that is not your own
- Cashing an After School Matters stipend check twice
- Cashing your check before the check date
- Falsifying your attendance logs or other forms
- Any other misconduct that negatively impacts the program

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

If you are engaging in unacceptable behavior, your Instructor may issue you verbal or written warnings, or may terminate you, depending on the conduct at issue. Instructors may notify your parent or guardian, as appropriate.

The Supported Behavior Management Policy 'warning steps' are as follows (each action will be documented, and the Program Specialist and teen's parents/guardians will be notified throughout each step):

- 1st Warning = Verbal
 - Instructor will use guided discussion and create actionable next steps to address teen behavior concerns

- 2nd Warning = Written
 - An incident report will be filed by the instructor
 - One week after the initial incident report is filed, an instructor will file a behavior support plan
- Program Dismissal Effective
 - Instructors will document teen participant(s) dismissal from the program

What should I know about stipends?

Stipend Eligibility

Apprentices are eligible to receive a stipend. In order to be eligible for a stipend and receive it on time, here are the guidelines:



- **A stipend, unlike a wage, works on an "all-or-nothing" basis. Failure to meet our requirements does not result in a reduced stipend, but a forfeit of stipend.**
- Submit all required forms, projects, and other assignments on time (see Stipend Schedule)
- Provide valid City of Chicago address and information for SSN/ITIN* to receive the full stipend.
- All participants should turn in 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. Returning participants do not have to complete an additional PACR.
- You must start attending the program by the cutoff days of each period (see Stipend Schedule, under "Must Attend By") and you must participate through the end of the program to get the final stipend.
- To be eligible for a stipend by the end of each period, teens must participate in a program through the end of a period. If a teen drops a program before the end of the period, then they forfeit their stipend for that period.
 - For example, a stipend period covering 06/20 - 07/08, if you are dropped on 07/08, you will not be eligible for that period's stipend.
- **Teens cannot exceed the maximum number of absences allowed within their program model. (*Refer to page 15 for the table that states the maximum allowed absences per program model).** If you have more than the maximum number of absences allowed, you may receive a partial, or no stipend; but you may still participate in the program. See attendance policy on page 11 for more details.
- Please note that if your program is cancelled for whatever reason, it will result in the loss of the stipend for all participants.

* If you are in an apprenticeship, an Individual Taxpayer Identification Number (ITIN) can be accepted. To apply for an ITIN, go to <https://www.irs.gov/individuals/how-do-i-apply-for-an-itin>.

Stipend Distribution

After School Matters has transitioned away from paper checks and moved towards paying teens via two options: direct deposit or Wisely Pay by ADP Card.



- 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 or are 13 years of age cannot be enrolled onto the Wisely card. Teens who are 13 years of age and are eligible to receive payment will receive a paper check that will be mailed to them on the given stipend dates for the session.
- 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.
- 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 **07/31/2024**. If your account information is not verified, you will be enrolled to receive all future payments through the Wisely card.
- If you've had a change of address, please alert your Liaison/Instructor 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.
- If you received a check that is lost, stolen or never received, please visit the Help Center to submit a request form [here](#) and someone from our support staff will contact you.
- If you receive a duplicate check for any reason, please visit the Help Center to submit a request form [here](#) before cashing either and someone from our support staff will contact you.
- After School Matters teens are able to cash their stipend checks for free at any Chicagoland Wintrust Bank location. Teens are required to provide one of the following to cash a check: School ID, State IDs, and Driver's License. For the nearest Wintrust Bank location, go to: <https://www.wintrustbank.com/locations.html>
- Stipend checks should only be cashed one time at one bank location. Teens who attempt to deposit a check twice will face disciplinary action, including forfeiting stipends, and termination from the program.

Summer 2024 Stipend Schedule

You will receive your stipend in the form of Wisely Pay card or Direct Deposit. Stipends are provided separately for three periods.

Period	Period Dates	Stipend Date
P1	June 17 – July 7	Friday, July 12
P2	July 8 – August 4	Friday, August 9

Stipend Amounts

Stipend amounts vary based on program model and are adjusted for participants who start after programs begin. Ask your Instructor/Site Supervisor if you are not sure which program model applies to you.

Program Model	Period 1 Stipend	Period 2 Stipend	Total Stipend	Absences Allowed Remote	Absences Allowed In-person
Pre-apprenticeship	\$187	\$188	\$375	2	4
Pre-apprenticeship Assistant*	\$485	\$485	\$970	2	4
Apprenticeship	\$210	\$210	\$420	2	4
Apprenticeship Assistant*	\$647	\$648	\$1,295	2	4
Chicagobility Apprenticeship	\$225	\$225	\$450	2	4
Chicagobility Apprenticeship Assistant*	\$810	\$810	\$1,620	2	4
Advanced Apprenticeship (Remote)	\$400	\$400	\$800	2	-
Advanced Apprenticeship (In-Person)	\$810	\$810	\$1,620	-	4
Outreach Assistantship*	\$425	\$425	\$850	2	4

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

Stipend Amounts – Special Initiatives

Program Initiative	Period 1 Stipend	Period 2 Stipend	Total Stipend	Absences Allowed Remote	Absences Allowed In-person
Single Day	\$125	\$125	\$250	1	1
Single Day Assistant*	\$162	\$162	\$325	1	1
Learn and Earn	\$300	\$300	\$600	2	4
Peoples Gas/ComEd	\$425	\$425	\$850	2	4
South Shore Related Mural	\$825	\$825	\$1,620	2	4
Immersion	\$125	\$125	\$250	1	1
Immersion Assistant*	\$162	\$162	\$325	1	1

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

Teen Dashboard now available in Teen Application

You can now confirm your program status and manage your stipend or 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 a stipend. 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

Apprentices

If you are a **pre-apprentice, apprentice, advanced apprentice, assistantship** who receives a stipend, taxes are not taken out. If you receive at least \$600 over the course of the calendar year (January 1- December 31) from After School Matters, you will receive a 1099 tax form the next January. The 1099 form lists the amount of money that you received from After School Matters during the year. It is a tax form you may give to your parents. Please note, funds received for Ventra will be reflected on your 1099.

If you were in both an internship and apprenticeship during the same year, you will also receive a W2. This is a tax form that you may give to your parents. **Your wages and additional income from an internship may affect any benefits, government or financial assistance that your family receives.**

After School Matters must report to the government (IRS: Internal Revenue Services) money totaling \$600 and above that you received.

Apprentices and Assistants

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.

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

The MHA Building Blocks

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



Participant Forms

In order to participate in After School Matters programs teens must have a signed Program Acknowledgement, Consent, and Release (PACR) form 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 sign the form as well. Returning teens do not need to re-sign. Notify your instructor immediately if you have any questions about the forms. Use the “Map to Getting Your Stipend on Time” on page 3 as a guide.



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 Gift Shop, or at an auxiliary After School Matters Gift Shop location. Revenue from the Gift Shop is used to fund future After School Matters programs. You may purchase your own work at a discounted rate. If you would like to purchase your work, please ask your Instructor for a Teen Artwork Purchasing Form and return it to him/her completed. Moreover, if your item does not sell within two program sessions, it may be returned to you.



Lost/Stolen Check Form

If your stipend check is lost, stolen or damaged, please visit the Help Center and submit a request form [here](#) and someone from our support staff will contact you and a new check will be issued. If you are no longer in the program when you complete this form, you may also send it directly to After School Matters using any of the following methods:

E-mail: teenstipends@afterschoolmatters.org

Mail: Teen Stipends Team
After School Matters
66 E Randolph St
Chicago, IL 60601



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.

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.

Release and Waiver of Liability: Teen and Guardian agree to release and hold harmless After School Matters, ASM QALICB, the City of Chicago, Chicago Public Schools, the Department of Family Support Services, and the Chicago Park District and their respective directors, officers, agents, and employees (together, the “**Participating Entities**”) from any and all liability, and forever give up any claims, demands, or causes of action, whether for bodily injury, property damage, death, or other loss, arising from Teen’s participation in a Program, excluding Internships whether caused by the active or passive negligence of a Participating Entity or otherwise, to the fullest extent permitted by law.

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 while participating in programs in the arts, communications and leadership, sports, and STEM. Over the past 30 years, ASM has engaged more than 400,000 Chicago teens.

Wage Schedule for Apprenticeships

Stipend 1	Friday, July 12
Stipend 2	Friday, August 9
Final Corrections	Friday, August 30

Summer 2024 Program Card

AFTER
SCHOOL matters®

MY NAME: _____

MY SCHEDULE

☐ MONDAY	☐ TUESDAY	☐ WEDNESDAY	☐ THURSDAY	☐ FRIDAY	☐ SATURDAY
TIME: _____	TIME: _____	TIME: _____	TIME: _____	TIME: _____	TIME: _____

Questions?

Scan the QR code or visit
afterschoolmatters.org/contact
to get in touch with us.



afterschoolmatters.org

66 East Randolph Street
Chicago, Illinois 60601
Phone: 312.768.5200

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