

I. ADMINISTRATION

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II. INTRODUCTION

Congratulations on being selected to be a Gluck Fellow! In order to make your experience as rewarding as possible, here is a list of general information and guidelines designed to answer any questions you may have about the program.

What Is The Gluck Fellows Program Of The Arts?

Established in 1996, the Gluck Fellows Program of the Arts at UC Riverside is a privately funded arts outreach program that is designed to create the opportunity for faculty, graduate, and undergraduate students of the Departments of Art, Creative Writing, Dance, History of Art, Music, Theatre and the Sweeney Art Gallery and UCR/California Museum of Photography to extend their creative, performative, and expository talents to local schools, residential homes for elderly care, and community centers that have little or no access to the arts.

Working Together

The Gluck Administrative Staff are here to work with you to help ensure that your project is a success and that your experience as a Gluck Fellow is a rewarding one. The Gluck Office is open Monday through Friday, from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. Should you have any questions or problems, please do not hesitate to contact us.

III. FELLOWSHIP RESPONSIBILITIES

Gluck Fellows are selected by their Department based on an approved project proposal and interest shown, or by audition. In order to receive their fellowship, Fellows must fulfill the following responsibilities. Failure to comply with these obligations may result in the postponement or termination of a Fellow's project, as well as jeopardize consideration for future fellowship opportunities.

Community Outreach

Gluck projects require **10 hours** of contact time with community participants (schools, nursing homes, community centers, special events, etc.) Additional time for rehearsals is assumed.

File your Information Form

In order for our office to have you officially on file as a Gluck Fellow, all Children's Theatre Troupe members must return their completed Information Forms and Waiver to the Gluck Office by **Friday, September 4, 2009**. Please be aware that failure to submit your Information Form by this deadline may jeopardize future fellowship opportunities.

When completing your Information Form, along with providing the necessary personal information for our records, please be sure to provide a brief bio, including your major, year in school, past productions, awards, etc.

If your phone number, mailing address or any other contact information changes during the year, please notify the Program Coordinator immediately.

Scheduling

Once all Children's Theatre Troupe members have submitted their Information Forms and Waivers, the Fellows Facilitator will begin contacting schools to schedule performances.

Presentation Schedule

As soon as your performances have been scheduled, the Stage Management Team will receive an official performance schedule via e-mail. This schedule will include:

- Performance dates and times
- Contact names
- Site addresses
- Phone numbers
- E-mail (if available)

Confirming Performances

While the Fellows Facilitator will make the initial contact with sites to schedule your performances, once the schedule has been arranged, it is up to the stage management team to contact those sites to discuss performance details.

It may take several phone calls before you are able to speak directly with your hosts. Therefore, it is essential that you begin contacting them as soon as you receive your presentation schedule.

When you speak with your hosts, be sure to:

- Confirm performance dates and times
- Confirm directions to sites
- Confirm unloading and parking
- Confirm the type of space in which you will be performing (stage, gym, multi-purpose room, etc.)
- Discuss any other issues you wish to cover before you start your project

Should you have on-going problems reaching any of your hosts, please let the Fellows Facilitator know as soon as possible and they will attempt to contact them as well.

Overall Professionalism

Gluck Fellows are ambassadors of the University of California, Riverside, the College of Humanities, Arts, and Social Sciences, as well as their particular arts discipline. It is therefore assumed that all Fellows will adhere to the highest standards of professionalism and that they will treat their engagements with the same degree of commitment they would any other professional engagement.

Attendance and Punctuality

It is essential that ensembles show up on time and well prepared for each of their scheduled performances. Ensembles should plan to arrive at their host site at least 15 minutes prior to the start of a performance. If you find you are going to be late due to some uncontrollable circumstance, immediately contact your host site to notify them of your delay. Ensembles that fail to show up for a performance will jeopardize future fellowship opportunities.

Evaluation

Each Children's Theatre Troupe member is expected to submit a Project Evaluation Form. This form must be submitted to the Gluck Office **no later than two weeks** after the conclusion of the ensemble's final performance.

A copy of the Project Evaluation Form can be found at the end of this packet, and can also be downloaded from the Gluck Program website (www.gluckprogram.ucr.edu).

IMPORTANT NOTE: Fellows **cannot** be paid for their fellowship until they have filed their Project Evaluation Form with the Program Coordinator no later than two weeks after their final presentation/performance.

IV. FELLOWSHIP DISBURSEMENT

Gluck Fellowship disbursement begins in the quarter that the Fellow starts their project.

Faculty Fellows

Disbursement of Faculty Fellowships is arranged through the Payroll Office. For specific questions regarding the disbursement of Faculty Fellowships, please speak with Gluck Financial Officer.

Graduate and Undergraduate Fellows

Disbursement of Graduate and Undergraduate Fellowships is arranged through the Financial Aid Office. It is strongly recommended that you set up an appointment with your Financial Aid Advisor to discuss exactly how your Gluck Fellowship will be disbursed and if it will affect your current financial aid package in any way.

Disbursement of Gluck Fellowships

Graduate and Undergraduate Fellows must be registered students at UC Riverside. If a Fellow withdraws from UCR prior to the completion of their project, their fellowship will be terminated.

Fellows are required to complete at least 10 hours of contact time with community participants in order to receive their full fellowship. If a Fellow is unable to fulfill this obligation, they will not be paid a portion of their fellowship.

V. QUESTION AND ANSWER COMPONENT

It is important for actors to keep in mind that the question and answer component of the Theatre Tour is as important as the performance itself. It is a chance for the actors to interact with their audience and answer any questions they may have about the production, UCR Theatre, or even the actors themselves. It is also a chance to inspire and encourage future actors and potential students who are considering attending UCR. Realize that this portion of the presentation is still a part of the performance and as such it requires your full commitment.

Preparing for the Q&A

-At the final tour rehearsal, select one cast member to act as the moderator for the Q&A session.

-Each cast member should introduce him or herself (Name, Character, Major at UCR, etc.) at the beginning of the Q&A.

-With some audiences, it may be difficult to get them to start asking questions. Be patient and have a few "leading" questions prepared ahead of time for the moderator to ask the audience to get the ball rolling. Typically, once a question or two is asked, students will begin to feel more comfortable and start asking their own questions.

-When asking a question of the ensemble, some students may be fairly shy and quiet. The moderator should repeat students' questions to ensure that the whole audience and cast know what has just been asked.

-The number and kinds of questions that the actors may receive will vary from site to site. While there is no way to know exactly what questions the students will ask, here are some possible questions you might expect:

- Who made the costumes?
- Why do the costumes look the way they do?
- How long did it take the cast to rehearse the play?
- Do the actors like the play?

- Was it difficult to memorize lines?
- How long has each actor studied acting?
- What do the actors want to do when they graduate?

-The key is to be prepared to answer many different kinds of questions and to be engaged in and respectful of each question asked.

-Depending on the site, the actors may have anywhere from 5 to 15 minutes for questions and answers. Stage Management should keep an eye on the time and signal to the actors when it's time to wrap up.

-Take some time during the tour rehearsal to practice the Q&A segment – Have actors practice their introductions, the director and stage management can throw out some practice questions to the cast, and have the moderator run the proceedings.

VI. FORMS

Fellows/members of the Children's Theatre Troupe are responsible for completing and returning the following forms found herein. Forms can also be downloaded from the Gluck Program website (www.gluckprogram.ucr.edu).

- Information Form (1) – required from each member of the Children's Theatre Troupe
- Waiver Form (1) – required from each member of the Children's Theatre Troupe
- Evaluation Form (1) – required from each member of the Children's Theatre Troupe

Gluck Fellowship Tax Information

Dear Gluck Fellow,

According to our records, you are the recipient of a scholarship or fellowship awarded in connection with your enrollment at the University of California, Riverside. The term 'scholarship or fellowship' includes grants, waivers, and other forms of 'gift aid,' which typically do not need to be repaid. The purpose of this letter is to inform you about the general treatment of your scholarship or fellowship for tax purposes as well as your reporting and recordkeeping responsibilities. The information provided, below, applies regardless of whether the scholarship or fellowship is from the University of California or from a third-party source.

In some cases, the scholarship or fellowship funds are paid directly to you, while in other cases they are credited directly to your University student account. For example, a scholarship from a third-party source that is intended to pay your fees and tuition may be paid directly to you, or the third party may pay the University directly on your behalf and the University, in turn credits your University student account. Whether the scholarship or fellowship payment is paid to you directly or to the University on your behalf, for tax purposes, the payment is treated as made to you and is subject to the tax rules discussed below.

Under Internal Revenue Service (IRS) regulations, you do not have to pay taxes on a scholarship or fellowship to the extent the funds are used for required tuition, fees, books, supplies, equipment, or to the mandatory fees for classes or enrollment. The amount of health insurance premiums you pay to the University in order to be enrolled is also considered a required fee. To the extent you use scholarship or fellowship funds to pay for these types of required fees and expenses, the funds should be excluded from your taxable income.

Regardless of how the scholarship and fellowship funds are paid to you (i.e., either directly or on your behalf) you are required to maintain records and documentation showing that you used all or a portion of your scholarship or fellowship fund for these required purposes.

Any portion of a scholarship or fellowship used to pay for other expenses (e.g., room and board, travel, and other living expenses) should be included in your taxable income for the year. Again, this would be the case regardless of how the funds were paid. Therefore, you may have to pay income taxes on the portion of your scholarship or fellowship used for such expenses. For more information of the tax treatment of scholarships and fellowships, see IRS Publication 970 (Tax Benefits for Education), which can be found on the IRS website at <http://www.irs.gov/formspubs/>.

IRS regulations do not permit the University to withhold income taxes on the taxable portion of scholarship or fellowship payments. Therefore, depending upon the taxable amount of your award, you may need to make estimated income tax payments prior to filing your tax return. For more information on the rules pertaining to estimated tax payments, see IRS publication 505 Tax Withholding and Estimated Taxes, which can be found at the same IRS website address shown above.

You should make the determination regarding whether your scholarship or fellowship is taxable based upon your individual facts, irrespective of how the University may have applied your award funds to the amounts you owed the University. To the extent that you determine that a portion or all of your scholarship or fellowship funds are not subject to tax, you should retain receipts and other documents that show the total amount of your qualifying (i.e., non taxable) expenses.

Pursuant to the Taxpayer Relief Act of 1997, the University is required to file a Form 1098-T (Tuition statement) information return to IRS for most students. If a return is filed, the University must also provide a copy of the return to the student showing the information reported. Depending on the UC campus you attend, either the amount of qualified tuition and related expenses paid or the amount billed is reported (in either Box 1 or Box 2 of the 1098-T). Among other information, the University also is required to report the amount of all scholarships and fellowships (Referred to by the IRS as 'scholarships or grants'), from all known sources, that the University processed on your behalf. The aggregated amount reported for these types of awards is without regard to whether any portion may be taxable. The amounts reported on the 1098-T represent a summary of the qualified tuition and related expenses, as well as any scholarships and fellowships you received, based on the information on file at the UC campus you attended. This information may be of use to you in calculating the amount of the higher education tax credit or deduction you may be eligible to claim, but your personal financial records serve as the official supporting documentation for your federal income tax return. For more information about the education tax credit or deduction, see IRS publication 970, which is available on their website shown above.

Please note that this letter is intended only to introduce you to the tax rules applicable to recipients of scholarships and fellowships. The University of California does not provide tax advice; you should contact your personal tax advisor with any questions or concerns.

Sincerely

Karen Wilson
Gluck Fellows Program of the Arts
Assistant Director

UNIVERSITY OF CALIFORNIA, RIVERSIDE
GLUCK FELLOWS PROGRAM OF THE ARTS

Waiver of Liability, Assumption of Risk, and Indemnity Agreement

Waiver: In consideration of being permitted to participate in any way in the Gluck Fellows Program of the Arts hereinafter called "The Activity", I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** The Regents of the University of California, its officers, employees, and agents from liability **from any and all claims including the negligence of The Regents of the University of California, its officers, employees and agents**, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in The Activity.

Signature of Parent/Guardian of Minor Date Signature of Participant Date

Assumption of Risks: Participation in The Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death.

I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in The Activity. I hereby **assert that my participation is voluntary and that I knowingly assume all such risks.**

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD The Regents of the University of California HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in The Activity and to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

Signature of Parent/Guardian of Minor Date Signature of Participant Date
Participant's age, (if minor) _____

GLUCK FELLOW EVALUATION FORM

Thank you for your participation in the Gluck Program. As part of our on-going evaluation of the program, we ask that you submit an evaluation form **no later than TWO WEEKS** after your final presentation to the Gluck Office (INTN – M1016). It is advised that you also keep a copy for your records. The Gluck Program must receive this evaluation form before we can process the disbursement of your fellowship.

I. SELF-EVALUATION

Fellow's Name _____ **Department** _____ **Ensemble** (if applicable) _____

Please rate yourself for:

Punctuality	Excellent__ Good__ Fair__ Poor__
Personal appearance	Excellent__ Good__ Fair__ Poor__
Audience rapport	Excellent__ Good__ Fair__ Poor__
Command of audiences' attention	Excellent__ Good__ Fair__ Poor__
Organized lesson plan (if applicable)	Excellent__ Good__ Fair__ Poor__

What did you learn from doing this project?

Given your experiences, how would you approach the project differently next time?

II. GENERAL COMMENTS about the program and your project. (Specific site comments on proceeding pages).

III. SITE EVALUATIONS

SITE 1: _____ **Teacher/Contact:** _____

Audience Size: _____ **Date(s) of Presentation(s):** _____

Please evaluate the teacher/contact that you worked with at this site:

Present at all presentations/performances	Yes___ Usually___ No___
Actively participated	Yes___ Usually___ No___
Maintained good order	Yes___ Usually___ No___
Provided moral support to project	Yes___ Usually___ No___

If you answered no to any of the above questions, please explain:

What was the most rewarding aspect of presenting/performing at this site?

What was your greatest challenge in presenting/performing at this site?

Was the project age appropriate for this site? Yes___ No___

If no, please explain:

Was the space that was provided for your project satisfactory? Yes___ No___

If no, please explain:

Is there anything you suggest being done differently at this site? Yes___ No___

If yes, please explain:

SITE 2: _____ Teacher/Contact: _____

Audience Size: _____ Date(s) of Presentation(s): _____

Please evaluate the teacher/contact that you worked with at this site:

Present at all presentations/performances	Yes__ Usually__ No__
Actively participated	Yes__ Usually__ No__
Maintained good order	Yes__ Usually__ No__
Provided moral support to project	Yes__ Usually__ No__

If you answered no to any of the above questions, please explain:

What was the most rewarding aspect of presenting/performing at this site?

What was your greatest challenge in presenting/performing at this site?

Was the project age appropriate for this site? Yes__ No__

If no, please explain:

Was the space that was provided for your project satisfactory? Yes__ No__

If no, please explain:

Is there anything you suggest being done differently at this site? Yes__ No__

If yes, please explain:

SITE 3: _____ Teacher/Contact: _____

Audience Size: _____ Date(s) of Presentation(s): _____

Please evaluate the teacher/contact that you worked with at this site:

Present at all presentations/performances	Yes__ Usually__ No__
Actively participated	Yes__ Usually__ No__
Maintained good order	Yes__ Usually__ No__
Provided moral support to project	Yes__ Usually__ No__

If you answered no to any of the above questions, please explain:

What was the most rewarding aspect of presenting/performing at this site?

What was your greatest challenge in presenting/performing at this site?

Was the project age appropriate for this site? Yes__ No__

If no, please explain:

Was the space that was provided for your project satisfactory? Yes__ No__

If no, please explain:

Is there anything you suggest being done differently at this site? Yes__ No__

If yes, please explain:

SITE 4: _____ Teacher/Contact: _____

Audience Size: _____ Date(s) of Presentation(s): _____

Please evaluate the teacher/contact that you worked with at this site:

- Present at all presentations/performances Yes___ Usually___ No___
- Actively participated Yes___ Usually___ No___
- Maintained good order Yes___ Usually___ No___
- Provided moral support to project Yes___ Usually___ No___

If you answered no to any of the above questions, please explain:

What was the most rewarding aspect of presenting/performing at this site?

What was your greatest challenge in presenting/performing at this site?

Was the project age appropriate for this site? Yes___ No___

If no, please explain:

Was the space that was provided for your project satisfactory? Yes___ No___

If no, please explain:

Is there anything you suggest being done differently at this site? Yes___ No___

If yes, please explain:

SITE 5: _____ Teacher/Contact: _____

Audience Size: _____ Date(s) of Presentation(s): _____

Please evaluate the teacher/contact that you worked with at this site:

Present at all presentations/performances	Yes__ Usually__ No__
Actively participated	Yes__ Usually__ No__
Maintained good order	Yes__ Usually__ No__
Provided moral support to project	Yes__ Usually__ No__

If you answered no to any of the above questions, please explain:

What was the most rewarding aspect of presenting/performing at this site?

What was your greatest challenge in presenting/performing at this site?

Was the project age appropriate for this site? Yes__ No__

If no, please explain:

Was the space that was provided for your project satisfactory? Yes__ No__

If no, please explain:

Is there anything you suggest being done differently at this site? Yes__ No__

If yes, please explain:

SITE 6: _____ Teacher/Contact: _____

Audience Size: _____ Date(s) of Presentation(s): _____

Please evaluate the teacher/contact that you worked with at this site:

- | | |
|---|----------------------|
| Present at all presentations/performances | Yes__ Usually__ No__ |
| Actively participated | Yes__ Usually__ No__ |
| Maintained good order | Yes__ Usually__ No__ |
| Provided moral support to project | Yes__ Usually__ No__ |

If you answered no to any of the above questions, please explain:

What was the most rewarding aspect of presenting/performing at this site?

What was your greatest challenge in presenting/performing at this site?

Was the project age appropriate for this site? Yes__ No__

If no, please explain:

Was the space that was provided for your project satisfactory? Yes__ No__

If no, please explain:

Is there anything you suggest being done differently at this site? Yes__ No__

If yes, please explain:

SITE 7: _____ Teacher/Contact: _____

Audience Size: _____ Date(s) of Presentation(s): _____

Please evaluate the teacher/contact that you worked with at this site:

Present at all presentations/performances	Yes__ Usually__ No__
Actively participated	Yes__ Usually__ No__
Maintained good order	Yes__ Usually__ No__
Provided moral support to project	Yes__ Usually__ No__

If you answered no to any of the above questions, please explain:

What was the most rewarding aspect of presenting/performing at this site?

What was your greatest challenge in presenting/performing at this site?

Was the project age appropriate for this site? Yes__ No__

If no, please explain:

Was the space that was provided for your project satisfactory? Yes__ No__

If no, please explain:

Is there anything you suggest being done differently at this site? Yes__ No__

If yes, please explain:

SITE 8: _____ Teacher/Contact: _____

Audience Size: _____ Date(s) of Presentation(s): _____

Please evaluate the teacher/contact that you worked with at this site:

- | | |
|---|----------------------|
| Present at all presentations/performances | Yes__ Usually__ No__ |
| Actively participated | Yes__ Usually__ No__ |
| Maintained good order | Yes__ Usually__ No__ |
| Provided moral support to project | Yes__ Usually__ No__ |

If you answered no to any of the above questions, please explain:

What was the most rewarding aspect of presenting/performing at this site?

What was your greatest challenge in presenting/performing at this site?

Was the project age appropriate for this site? Yes__ No__

If no, please explain:

Was the space that was provided for your project satisfactory? Yes__ No__

If no, please explain:

Is there anything you suggest being done differently at this site? Yes__ No__

If yes, please explain:

SITE 9: _____ Teacher/Contact: _____

Audience Size: _____ Date(s) of Presentation(s): _____

Please evaluate the teacher/contact that you worked with at this site:

Present at all presentations/performances	Yes__ Usually__ No__
Actively participated	Yes__ Usually__ No__
Maintained good order	Yes__ Usually__ No__
Provided moral support to project	Yes__ Usually__ No__

If you answered no to any of the above questions, please explain:

What was the most rewarding aspect of presenting/performing at this site?

What was your greatest challenge in presenting/performing at this site?

Was the project age appropriate for this site? Yes__ No__

If no, please explain:

Was the space that was provided for your project satisfactory? Yes__ No__

If no, please explain:

Is there anything you suggest being done differently at this site? Yes__ No__

If yes, please explain:

SITE 10: _____ Teacher/Contact: _____

Audience Size: _____ Date(s) of Presentation(s): _____

Please evaluate the teacher/contact that you worked with at this site:

- | | |
|---|----------------------|
| Present at all presentations/performances | Yes__ Usually__ No__ |
| Actively participated | Yes__ Usually__ No__ |
| Maintained good order | Yes__ Usually__ No__ |
| Provided moral support to project | Yes__ Usually__ No__ |

If you answered no to any of the above questions, please explain:

What was the most rewarding aspect of presenting/performing at this site?

What was your greatest challenge in presenting/performing at this site?

Was the project age appropriate for this site? Yes__ No__

If no, please explain:

Was the space that was provided for your project satisfactory? Yes__ No__

If no, please explain:

Is there anything you suggest being done differently at this site? Yes__ No__

If yes, please explain:
