



GLUCK FELLOWS HANDBOOK 2017-2018

EDUCATION | HEALTH | CULTURE | CREATIVITY

Introduce | Inspire | Involve | Impact

Family Learning Fellows – Local and Global

- **Local – UCR ARTSblock, Museum Education**
- **Global – GluckTV, Social Media, UCR Visual Resources Collection**

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Gluck Fellows Program of the Arts at UC Riverside Family Learning Fellows Handbook

2017-2018 GLUCK FELLOWSHIP TIMETABLE

Date	Deadline/Event
April 1, 2017	2017-2018 Gluck Fellows Applications available on Gluck website
April 19	Open House for prospective Fellows at Gluck Office – INTN M1016
May 15	Deadline: 2017-2018 Gluck Fellows Applications due to Gluck Office via email
July 1	Department Coordinators begin sending notification emails to successful applicants. Gluck Office sends successful applicants Fellow Handbooks and forms
Beginning July 1	Gluck Office invites experienced Fellows to schedule 'Early Placement' Program Chat and Program Run-through
August 1	Deadline: ALL Fellows submit the following 5 forms: <ol style="list-style-type: none"> 1. Liability Waiver Form 2. CANRA Child Abuse Mandated Reporter Form 3. Media Release Form 4. Certificate of Completion for CANRA California Mandated Reporter Online Training 5. Gluck Fellow Online Information Form *Links to forms and instructions are available in the Fellows Handbook
August - September	'Early Placement' program scheduling begins for experienced Fellows
September 26	Museum Education Fellows Orientation at 10am in Gluck Office – INTN M1016
September 26	ARTSblock Fellows Orientation at 1pm in Gluck Office – INTN M1016
September 26	MoveMore Fellows Orientation at 3pm in Gluck Office – INTN M1016
September 27 OR September 30	Classroom Fellows Orientation at 10am-12:00 in INTS 1113
October 1	Deadline: All Classroom Fellows (including ASK Residency Fellows,) submit the following 2 forms: <ol style="list-style-type: none"> 1. Program Pack 2. Fall Availability Calendar
October 15	Deadline: All Classroom Fellows (including ASK Residency Fellows) complete the following: <ol style="list-style-type: none"> 1. Program Chat
November 1	Deadline: All Classroom Fellows (including ASK Residency Fellows) complete the following: <ol style="list-style-type: none"> 1. Submit CORD file 2. Program Run-through
November 15	Fellows who have not been scheduled or had interest shown in their program notified regarding program jeopardy
December 1	*Deadline: All Classroom Fellows (including ASK Residency Fellows) submit the following form: <ol style="list-style-type: none"> 1. Winter Availability Calendar *This deadline applies only to Fellows who have not completed their full program obligation
January 3, 2018	All Fellowship Programs have begun
March 4	*Deadline: All Classroom Fellows (including ASK Residency Fellows) submit the following form: <ol style="list-style-type: none"> 1. Spring Availability Calendar *This deadline applies only to Fellows who have not completed their full program obligation
April 1	2018-2019 Gluck Fellows Applications available on Gluck website
April 18	Open House for prospective Fellows at Gluck Office – INTN M1016
May 15	Deadline: 2018-2019 Gluck Fellows Applications due to Gluck Office via email
June 1	FINAL Deadline: ALL Fellows submit the following 2 forms by this date for payment: <ol style="list-style-type: none"> 1. Final Self-Evaluation 2. Final Site Evaluation
June 30, 2018	2017-2018 Gluck Program Cycle Ends

I. GLUCK ADMINISTRATION & DEPARTMENT CONTACTS

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Art – Prof. John Divola
 Creative Writing – Prof. Allison Hedge Coke
 Dance – Prof. Taisha Paggett
 History of Art – Prof. Patricia Morton (Fall); Prof. Susan Laxton (Winter and Spring)

Music – Prof. Xóchitl Chávez
 Theatre – Prof. Robin Russin
 UCR ARTSblock – Leigh Gleason
 GluckTV, Gluck Global, Museum Education, Social Media, OPA! – Gluck Office Staff

II. INTRODUCTION

The Gluck Fellowship is a Community Service fellowship. Gluck Fellows *introduce* the community to their research, *involve* them with interactive programs and serve as inspirational role models to the participants. Gluck Fellows' programs *impact* lives and *inspire* lifelong learning for the community.

Being selected as a Gluck Fellow is an honor and responsibility. 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 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 by bringing performances and workshops that address the **educational, health, cultural and creative** needs of the participants.

Working Together

The Gluck Administrative Staff are here to work with you to help ensure that your program 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.

Thanking the Gluck Foundation

The Max H. Gluck Foundation likes to hear from Gluck Fellows; you can email them directly at GluckFoundation@cox.net. Consider sending a brief note to the Gluck Foundation letting the Board members know that you appreciate being selected as a Gluck Fellow at UCR, and how your Fellowship has influenced or supported your educational career.

III. FELLOWSHIP RESPONSIBILITIES

Family Learning Fellows are supported by the Gluck Office based on an approved program 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 program, as well as jeopardize consideration for future fellowship opportunities, or termination of the fellowship. You **MUST** be a **regularly registered** UCR student to be a Gluck Fellow.

- **UCR Principles of Community**

As a Gluck Fellow, you will meet, interact, and educate constituents from a vastly diverse community of ideas, experiences, and backgrounds. *The UCR Principles of Community* statement (**see APPENDIX 2**) will help prepare you for acting as a representative and ambassador of UCR ideals.

- **GETTING STARTED WITH YOUR FELLOWSHIP**

- **File Paperwork**

Gluck Fellows must file the following forms:

- **5 forms due August 1 for ALL Fellows:** Liability Waiver, CANRA Acknowledgement, Media Release, Online Fellow Information Form, and online Praesidium Armatus Child Protection Training Certificate of Completion (for Fellows working directly with minor children only).

The Liability Waiver, CANRA Acknowledgement, Media Release, Program Pack and Availability Calendar can be found on the Gluck Program website: http://gluckprogram.ucr.edu/gluck_resources/fellow_resources.html

The Online Fellow Information Form can be found at this link: [2017-18 Fellow Information Form](#)

Failure to submit the required 5 forms will result in the postponement of your program. Repeated postponement of a program will jeopardize future fellowship opportunities, and may result in the termination of your fellowship.

- **Praesidium Child Protection California Mandated Reporter Training**

All Fellows who work directly with minor children are required to complete online California “CANRA” Mandated Reporter training for child protection with Praesidium before beginning your fellowship. Email your California Mandated Reporter Course Certificate to the Gluck Office by August 1 as noted above. Praesidium login and course completion information is included at the end of this Handbook; see **APPENDIX 1**.

- **Attend Orientation – Mandatory!**

Each Gluck Fellow **MUST** attend orientation to discuss the program and fellowship responsibilities. ARTSblock, Museum Education, GluckTV and Social Media, and Gluck Global Fellows have separate orientations – see Timetable on Page 2 for dates.

At Orientation, Fellows get together to talk about their expectations and ask questions. At this meeting, we will go over the Gluck Fellows obligations.

- **LIVESCAN Fingerprinting**

Although not a requirement now, we may require LIVESCAN fingerprinting in the future.

- **Event Schedules – Your Program Obligation**

Family Learning Fellowships are offered with the condition that the Fellow is able to complete the full project schedule as outlined below. Please release your telephone and email information, so scheduled sites can contact you as needed.

The Gluck office will provide a schedule, which needs to be completed before fellowship disbursement. Please let us know of all adjustments made to the schedule.

UCR ARTSblock: From the Vault print viewing programs; number and type of sessions TBC

Museum Education: Riverside Art Museum First Sundays programming in: October, November, December, February, March, April, May. Sunday hours are 1-4pm, excluding setup and tear down time. A First Thursday Arts Walk event (6-9pm) will replace any Sunday events that are cancelled due to holidays or Museum closures.

GluckTV: 12 minutes of finished content, arranged in a variety of films; final project guidelines TBA

Social Media: 12 visits to the Gluck Office to upload/maintain social media sites

UCR Visual Resources Center: Completion of approved project as determined with VRC Curator

- **Attendance and Punctuality**

It is essential that Fellows show up on time and well prepared for each of their scheduled presentations. Plan to arrive at your host site **at least** 30 minutes prior to the start of your presentation to set up. Be prepared to show ID. Plan for delays in your travel time. 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. Fellows who fail to show up for a presentation will jeopardize future fellowship opportunities.

○ **Transportation**

Fellows are responsible for providing their own transportation to and from all presentation sites. All sites are within 20 minutes of UCR by car. Bus routes to most of our Gluck sites are upwards of one hour from UCR. UCR has a Zip Car scheme, for those without cars.

○ **Overall Professionalism**

Gluck Fellows are ambassadors of the University of California, Riverside, the College of Humanities, Arts, and Social Sciences, as well as their departments. It is 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.

○ **Program Observation and Documentation**

• **Visit from Gluck Program Staff**

The Gluck Office will visit a particular site to observe each Gluck Fellow or Ensemble, to observe the site and audience/students, and to document the presentation by taking photographs. We will give feedback after the session and may interject during the session, if necessary.

• **Program Documentation and Evaluations**

We encourage all Fellows to retain some documentation of their program for their own portfolios. While the degree of program documentation required of Fellows varies from department to department (Fellows should speak with their Department Coordinator to find out exactly how much documentation their department requires), the following **must** be submitted to the Gluck Office:

- **Gluck Family Learning Fellow Evaluation Form:** Submitted **no later than two weeks** after the completion of the fellowship obligation. [Gluck Family Learning Fellows: Local and Global - Evaluation Form](#)

Links to each evaluation form are on the Gluck Program website (www.gluckprogram.ucr.edu).

IMPORTANT NOTE: Fellows **cannot** receive their fellowship disbursement until they have submitted their online Self and Site Evaluation Forms and **returned all materials checked out from Gluck Office**.

When you do your evaluations, please give us ‘quotable quotes’ to put on your page in the semi-annual report, and so we can let the Gluck Foundation know about our Fellows’ experiences in the community. Here are the questions that are on the Self-Evaluation Form, to help you think about what we are looking for:

- Total number of films made or programs offered. (For GluckGlobal Fellows, please describe the scope of your project)
- How will you use what you learned from this project in your future?
- How has being a Gluck Fellow affected you, your education or research?
- Do you have any anecdotes or particular observations that capture the value of your work with participants?
- The Gluck Foundation is interested in supporting UCR students who have a ‘disadvantaged’ background. If you would like, please let us know about your background.

Site Coordinators will evaluate your program, as well (for public Family Learning programs). The questions they answer in evaluating each Fellow’s program directly relate to program planning outcomes:

- Did the activity begin on time?
- What did they do? How did they learn through active practice, rehearsal, creation or performance? CREATIVE EXPRESSION.
- What did they learn? How did the fellow connect and apply what was learned to other art forms, subject areas and to careers? HISTORICAL AND CULTURAL CONTEXT
- What did they enjoy? How did they participate in arts criticism on the basis of observation, knowledge and criteria so they could AESTHETICALLY VALUE the program and express ARTISTIC PERCEPTION?
- How might they use the subject for CONNECTIONS, RELATIONSHIPS and APPLICATIONS?
- Do they have any suggestions for improvement? Explain.

IV. FELLOWSHIP DISBURSEMENT

Gluck fellowship disbursement occurs in the quarter that the Ensemble completes their project. All members must submit all required evaluation forms and return any materials checked out from the Gluck Office before disbursement will be requested.

Disbursement of graduate and undergraduate fellowships is arranged through the **Financial Aid Office**. As soon as a student is notified that they have been selected to be a Gluck Fellow, it is **strongly recommended** that they set up an appointment with their Financial Aid Counselor to discuss exactly how their Gluck fellowship will be disbursed and whether it will affect their current financial aid package in any way as assistance in excess of the budget for the costs of school may trigger a revision of the financial aid.

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

Fellows are required to complete at least 12 hours of contact time with community participants in order to receive their full fellowship. If a Fellow is unable to fulfill this obligation in a timely manner, they may receive a prorated portion of their fellowship.

International Students

International students must establish a tax rate code in GLACIER. See the following website for more information: <http://accounting.ucr.edu/payroll/glacierinfosheet.html> Please contact your Financial Aid Officer for more information. See **APPENDIX 5** for Gluck Fellowship Tax Information.

V. COMPONENTS OF A SUCCESSFUL GLUCK PROGRAM

Gluck Fellows **introduce** their research, **inspire** the participants with whole group activities, **involve** participants in small group and individual activities, and create a lasting **impact** on the lives of program participants through arts enrichment. A successful Gluck Program is less about the specific subject you are teaching and more about the methods you use to engage your audience. Please consider these factors when conceiving your program:

Gluck programs **must** address the educational, health, cultural and/or creative needs of the underserved and support the participants' natural capabilities to help them realize their full potentials. This supports the mission of the Max H. Gluck Foundation, our Program's sponsor.

- **Communication**

Establishing and maintaining open lines of communication is essential to the success of any program.

- **Communicate with the Gluck Office**

Programs in which Fellows actively communicate with the Gluck Office, as well as their Department Coordinator, are far more successful and rewarding to all involved than those in which Fellows do not maintain open lines of communication. We are here to help you make your program a success. If you experience any difficulties or require assistance with any aspect of your program, please let us know as soon as possible. There is no question or concern too small to communicate. The Gluck Office prefers Fellows who regularly check in about their program and schedule.

- **Communicate with your Program Hosts**

Let your hosts know you need their support. Will you need any help with equipment? Actively communicating with your hosts will help avoid any awkward situations. Release your telephone and email information so they can contact you, as well.

VI. FORMS and DOCUMENTS

All Fellows are responsible for completing and returning the following forms. Forms are Google Forms or can be downloaded from the [Gluck Program website](#) as Word Documents. Please return all Word Documents as Word Documents. **Please do not use Google Drive or return as a PDF.**

Due August 1 – 5 forms

- Fellow Information Form – [2017-18 Fellow Information Form](#)
- Waiver Form – http://gluckprogram.ucr.edu/gluck_resources/fellow_resources.html

- CANRA Form – as above
- Media Release – as above
- Praesidium Armatus California Mandated Reporter Certification – see **APPENDIX 2**

Due before payment

- Family Learning Fellow Evaluation Form – [Gluck Family Learning Fellows: Local and Global - Evaluation Form](#)
- **Return all materials** checked out from Gluck Office

APPENDIX 1

CANRA Child Protection California Mandated Reporter Online Training for Gluck Fellows

TO ENROLL FOR TRAINING

1. Go to <http://website.PraesidiumInc.com/EnrollNow> OR <http://armatus2.praesidiuminc.com/Armatus/security/anonymous/selfRegistration>
2. Enter UCR's Registration Code - **ucredu** - and click **"Submit."**
3. Complete the form and click "Click here to enroll." Select our campus **Gluck Fellowship Academic Year - UCR** from the Organization drop down list.
 - a. You are a Part-Time employee for these purposes
 - b. Choose a 4-digit password. They suggest your phone number – they will add 'ca' to the end. (eg. 1234ca)
4. Write down your login and password or print the page for your records.
5. You can begin training immediately after enrollment or can choose to login later. When you login later, please use **Armatus 2.0 - Praesidium**. <http://armatus2.praesidiuminc.com/armatusUser/login>

TO LOGIN FOR TRAINING

1. Go to **Armatus 2.0 - Praesidium**. <http://armatus2.praesidiuminc.com/armatusUser/login>
2. Enter your user login and password. (The login and password you created during self-enrollment.)
3. Click on the title of the course you want to begin. **California Mandated Reporter**
4. Once the course starts, click the orange buttons or arrows to advance the frames.
5. **Gluck Academic Year Fellows** are required to complete:
 - a. **California Mandated Reporter** (should take about 20 minutes)

AFTER TRAINING

Send us the pdf of your Armatus California Mandated Reporter Certificate. Choose PRINT CERTIFICATE, save as .PDF and email to Gluckprogram.ucr@gmail.com

If you have previously training with another UCR department, or as a prior Gluck Fellow, please email your certificate of completion to us.

APPENDIX 2

UCR PRINCIPLES OF COMMUNITY

The University of California Riverside is committed to equitable treatment of all students, faculty, and staff. UCR's faculty, staff, and students are committed to creating an environment in which each person has the opportunity to grow and develop, and is recognized for their contribution.

There are three objectives that our campus must strive toward in order to achieve these goals.

- First, we must ensure that we have an environment that nurtures the intellectual and personal growth of our students, faculty and staff.
- Second, we must ensure that our campus sets an example of respect for all people.
- Third, we must ensure that our campus is a safe and welcoming environment for everyone.

We take pride in the diversity of the campus community and in ourselves by using the campus environment as a place, committed to academic integrity, where all members are encouraged to use their unique talents to enrich the daily life of the community in which they live, work, teach and learn. Respect for differences and civil discourse must become the hallmark of how we live and work together to build our community of learners at UCR.

We as members of the University of California Riverside affirm our responsibility and commitment to creating and fostering a respectful, cooperative, professional and courteous campus environment. Implicit in this mutual respect is the right of each of us to live, study, teach, and work free from harassment or denigration on the basis of race/ethnicity, age, religious or political preference, gender, transgender, sexual orientation, nation of origin, or physical abilities. Any violation of this right by verbal or written abuse, threats, harassment, intimidation, or violence against person or property will be considered a violation of the principles of community that are an integral part of the University of California's focus, goals and mission. (and subject to sanction according to University policies and procedures)

We recognize that we will all need to continually work together to make our campus community a place where reason and mutual respect among individuals and groups prevail in all forms of expression and interaction.

APPENDIX 3

Fellowship Peculiarities

- **APPENDIX 3.1 – Family Learning: Local**
 - **APPENDIX 3.1a – UCR ARTSblock Fellow Responsibilities**

The Arts Outreach series at UCR ARTSblock is one of the Gluck Program's most visible and important community outreach programs. It embodies the Program's mission to serve as a bridge between the world-class scholarship and education at UCR and the Riverside community's desire for access to quality art education.

Key Schedule Information:

- A minimum of 8 multi-hour events or 12 one hour events required
- Events occur at different times and days of the week according to the ARTSblock calendar. Typically, events will be held monthly.
- The Arts Outreach Fellow must consult with the Site Coordinator and design activities that resonate in some way with the exhibition programming on display for each given month.
- **Plan more than one month ahead!** Ideally three months ahead. This allows you time to consider what you will need to facilitate the workshop; it also gives the Gluck Office ample time to order materials and avoid last second/late deliveries.
- **Reporting the scheduled events to the Gluck Office is a requirement.** We must track these events and provide documentation to the Max H Gluck Foundation of how many there were, when they occurred, what the activity title and description was, and how many attended. After each event, please send an estimation of the attending audience to the Gluck Office immediately.

The ARTSblock Fellows will have individual orientation with the Gluck Office on Tuesday, September 26, 1:00pm at the Gluck Office.

The ARTSblock Fellows do not prepare a CORD file.

○ **3.1b – Family Learning Museum Education Fellow Responsibilities**

The First Sundays program series at the Riverside Art Museum is one of the Gluck Program's most visible and important community outreach programs. It embodies the Program's mission to serve as a bridge between the world-class scholarship and education at UCR and the Riverside community's desire for access to quality art education.

The Museum Education Fellows will provide programming for the Riverside Art Museum on First Sundays in: October, November, December, February, March, April, May. Sunday hours are 1-4pm, excluding setup and tear down time. A First Thursday Arts Walk event (6-9pm) will replace any Sunday events that are cancelled due to holidays or Museum closures.

Key Schedule Information:

- Occurs 1-4pm on the first Sunday of each month from October-May (time does not include set up and clean up). A First Thursday Arts Walk will be substituted for any month in which there is not a First Sunday program.
- The First Sunday Fellow must consult with the Site Coordinator at the Riverside Art Museum and design activities that resonate in some way with the Exhibition programming on display for each given month.
- The First Sunday Fellow will be assigned a support Fellow. This Fellow will be required to attend all First Sunday sessions, and help with set up and tidy up. The Lead Fellow should correspond with the support Fellow in the week before the workshop, explain the program and arrival time. Upon arrival, the lead Fellow should train support fellow and all helpers in the program, and delegate tasks.
- **Plan more than one month ahead!** Ideally, plan three months ahead. This allows you time to consider what you will need to facilitate the workshop; it also gives the Gluck Office ample time to order materials and avoid last second/late deliveries.
- **Simple 'make and take' programs are the most successful.** For most participating children, this will be the first and only time they get to exercise their creative faculties. Because it is a high-volume day with several hundred attendees, be sure to design a program that many children can receive guidance for without too many complicated steps/procedures. But make sure everyone gets to make something and that they can take it home.
- There is much hardware available in the Riverside Art Museum for your use. Make yourself familiar with the room and equipment and incorporate those items into your programs. Speak to your RAM Coordinator about access to cupboards and drawers. And please leave the room as you found it.
- There is a set budget for each program. \$100 per month 'all in.' Attendance can vary from 100-300. Plan for around 200 programs each month.

The First Sunday Graduate Fellow will make arrangements with the Arts Education Manager at the Riverside Art Museum to go over the RAM exhibition calendar for planning purposes.

The graduate student leading this project will have at least one support Fellow, receiving \$1500. This person can be a graduate or an undergraduate.

The First Sunday fellowship team will have individual orientation with the Gluck Office on Tuesday, September 26 at 10:00a.m, in the Gluck Office.

The First Sunday fellowship team does not prepare a CORD file.

• **APPENDIX 3.2 – Family Learning: Global**

○ **3.2a GluckTV.UCR Fellow Responsibilities**

The GluckTV series is one of the Gluck Program's most visible and important community outreach programs. It embodies the program's mission to serve as a bridge between the world-class scholarship and education at UCR and the Riverside community's desire for access to quality art education.

- GluckTV requires 12 minutes of finished video in an assortment of short films.

- The GluckTV Fellow will work with the Gluck Office to determine content of films.
- The GluckTV Fellow will both follow and develop style guide for GluckTV content.

The GluckTV Fellows will not attend Gluck Orientation, but will have individual orientation with the Gluck Office.

The GluckTV Fellows do not prepare a CORD file.

- **3.2b – Social Media/Gluck Global Outreach Fellow**

We are looking for a fellow to work directly with our Gluck Office in the following areas:

- Building HEAVY SOCIAL MEDIA following on Facebook/Instagram/Twitter etc.
- Creating paper literature (brochures, post cards, etc.)
- Writing press releases
- Photo editing
- Posting artwork to website and databases
- Photographing artwork and activities
- Research library

The Media Outreach Fellows will not attend Gluck Orientation, but will have individual orientation with the Gluck Office.

The Media Outreach Fellows do not prepare a CORD file.

- **3.2c – UCR Visual Resources Collection Fellow**

The UCR Visual Resources Collection is a unique campus resource currently maintaining: an archived digital image collection (30,000+), in addition to a growing online [Digital Image Collection](#). Areas covered include Western architecture, sculpture, painting, photography, and illuminated manuscripts, as well as Latin American art and archaeology and Asian art concentrating on East Asian painting.

Fellows who work with the VRC complete a project designed with and approved by the VRC Curator. Fellows may also occasionally give presentations to elementary and middle school students who visit the UCR campus as part of the Gluck VIP Day program.

The VRC Fellows will not attend Gluck Orientation, but will have individual orientation with the Gluck Office.

The VRC Fellows do not prepare a CORD file.

- **APPENDIX 3.3 - Gluck Special Events and Programs: Like to try something different?**

ASK Residency	Do all 12 hours at one site, often on Winter Break or Spring Break
Gluck Music Library	Get credit for one hour's obligation by giving permission to use your original music file in GluckTV films Minimum 10 minutes of music.
GluckTV	Do you have filmmaking skills? Give a film to GluckTV and receive credit for one hour's obligation
Arts Walk:	Performances and presentations First Thursday 6-9pm of each month in downtown Riverside
First Sundays:	Performances and presentations First Sunday 1-4pm of each month in downtown Riverside – Family friendly, family learning
November	Homecoming
March:	Watkins Society performances
April	National Poetry Month sessions with Inlandia Institute
Memorial Day:	SaturationFest – Gluck Fellows Perform at downtown Riverside DIY events

APPENDIX 4

IMPORTANT NOTE for fellows regarding your property

Please be advised of the following:

The University **does not** cover any personal property belonging to a student while it is stored on campus or being used for campus activities or university activities carried out elsewhere.

This means that storing your instruments in your locker, in your dorm room, or in a rehearsal room or faculty office is **at your own risk**. It also means that if your instrument is for some reason damaged while you are playing a Gluck concert, you will have to absorb the repair cost.

While some of you may have coverage through yours or your parents' homeowners or rental policy, please be aware that the instrument, bow, and case have to be "scheduled," that is: listed by name and appraised value. Also be aware that any "paid work" that you do with the instrument could be interpreted by the insurance carrier as invalidating ordinary property coverage.

The best coverage for someone no longer living at their parents' address and earning money through performances is an **ALL RISKS** policy. This is usually worldwide coverage for any situation, although many policies will not cover an instrument left in a car, whether locked or unlocked.

One way to get this type of policy at an affordable rate is to join certain professional organizations and take advantage of their group rate policies. You can often join as a student member at reduced membership dues. You must have your instrument, bows, and cases appraised every five to seven years. American Strings Teachers Association, Chamber Music America, Early Music America are among the groups to investigate.

The decision about paying for coverage versus assuming the risk is, of course, a personal decision. But it is recommended that you at least take stock of your own situation, and, most of all, be aware of the fact that your instruments and equipment are not covered by any University coverage, even while you are participating in University activities.

*For additional information on instrument insurance, please speak with the Music Department Coordinator.

APPENDIX 5

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. Conversely, the third party may pay the University directly on your behalf and the University, in turn, would credit 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 that 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 for 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 the manner in which 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 funds 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.

Christine Leapman
Gluck Program Assistant Director

How does a fellowship affect financial aid?

A fellowship that is given to a student to assist with academic or living costs is considered financial aid. If a student has already received federal or UCR financial aid based upon the Free Application for Federal Student Aid (FAFSA), the fellowship must fit into the aid package, which may result in other aid being reduced or removed.

Most fellowships are granted to assist with the same costs that are covered by financial aid, such as tuition and fees, books and materials, and living expenses. Since a student may not receive assistance in excess of the budget for these costs, a fellowship may trigger a revision of the financial aid.

A student who receives an award late in the processing cycle may already have a full financial aid award. The award will be reduced and the student **may be required to repay some aid already received.**