GLUCK OPA! FELLOWS HANDBOOK 2019-2020

EDUCATION | HEALTH | CULTURE | CREATIVITY  Introduce | Inspire | Involve | Impact

**OPA! (Outreach Performing Artist) Single Session Fellowships**
Solo and Ensemble Musicians; Mosaic Editors and Staff, Spotlight on Hope Leaders and Members; UCR Latinx Play Project and Guardian Alliance, S.T.R.O.N.G Edutainment Members; Family Learning Support Fellows; VIP Day Arts Ambassadors; and more!

The OPA! application is now ONLINE! [https://forms.gle/nx6XivkJJESfAi4L6](https://forms.gle/nx6XivkJJESfAi4L6)

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Updated June 7, 2019
**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, Creative Writing for the Performing Arts, Dance, History of Art, Music, Theatre, Film and Digital Production, and UCR ARTS including 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.

Gluck Programs offer curriculum enrichment to schoolchildren, and are designed to be secular, uncontroversial, and non-political. Gluck Fellows provide equal opportunities for all participants to take part in their programs, to the full extent that each participant is able, and the Gluck Program does not discriminate the delivery of programs on the basis of sex, gender, ability, race, religion, or age.

**Working Together – office hours**

The Gluck administrative staff is 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! 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 graduate career. Please address any materials you would like the Gluck Foundation Board members to receive to the Gluck office via email, or you may bring written cards or notes to the Gluck office. The Gluck office will forward all materials to the Gluck Foundation.

**FELLOWSHIP RESPONSIBILITIES**

Gluck OPA! Fellows are selected based on participation in an approved program, 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. You MUST be a regularly registered UCR student to be a Gluck Fellow.

OPA! Fellowships are designed for UCR students who participate in or assist with a single public arts outreach event, without further obligation. OPA! Fellowships are $125 for each ‘one-off’ event. OPA! session time commitment is between one and three hours. The minimum time commitment is one hour per event, maximum is three. Events may last for several hours – for multi-hour events, students receive one OPA! for one to three hours, after the third hour, another OPA! will be awarded. OPA! recipients must be registered as OPA! Fellows with the Gluck Office at least one week before the event, and all paperwork must be submitted at least 72 hours before the event in order to be eligible for Fellowship payment.
In order to qualify as an OPA! eligible event, the following requirements must be met:

1. The event must be held at a venue that is free and open to the public. If the event is held on campus at UCR, the event must be open to the wider university community/general public.
2. The event must be an arts outreach event of some kind. Examples include: open mic nights, musical performances, staged readings or performances of a play/musical, film screenings, art-making programs, etc. Check with the Gluck office to see if your program is OPA! eligible!
3. The event must be confirmed with the Gluck office at least 72 hours before it is scheduled to take place. There are a limited number of OPA! fellowship slots available each year. Please limit OPA! recipients to 3-4 per event, approved in advance by the Gluck Office, unless there are prior arrangements.

**Student Run Ensembles: Determine an Ensemble Leader**

The Ensemble Leader acts as a liaison between their ensemble, the Gluck Office, and community sites where the ensemble is scheduled to perform. The Ensemble Leader essentially performs the role of a Tour Manager. Duties include: distributing emails, handbooks, and supplemental forms to ensemble members; coordinating ensemble performance availability calendars; collecting ensemble members' forms and submitting them forms to the Gluck office in a timely fashion; and confirming performances with sites. Typically, the Leader of an ensemble assumes these duties or appoints a director/stage manager. However, if an ensemble does not have an appointed leader, the ensemble should select one member to act as Ensemble Leader. This person should be responsible and skilled at logistics management and communication.

**UCR Principles of Community**

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

**Community Outreach**

All Gluck OPA! programs must have a component of arts outreach to the UCR or general public community. OPA! Fellows in music, theatre, etc., receive fellowships for a performance that is free and open to the public. Other OPA! Fellows receive fellowships for participating in an arts outreach event for the campus or community, such as film camps, open mic nights, and others.

**GETTING STARTED WITH YOUR FELLOWSHIP**

**Register your interest and submit an online OPA! application**

- The OPA! Application/Information Form link can be found on the Gluck Program website. [https://forms.gle/4Z9CKmsjpH3ppYbw6](https://forms.gle/4Z9CKmsjpH3ppYbw6)
- Complete the Application/Information Form and email the Gluck Office to set up an interview.
- Meet with the Gluck Office to chat about your program ideas and determine if they are OPA! eligible. Performing artists will be asked to provide links to a portfolio or do a live audition.

- If successful, OPA! applicants will complete the Gluck Fellow paperwork and be added to the Gluck OPA! Fellow Roster. When a Fellow is notified of their status as an OPA! Fellow, the Gluck Office will send a Handbook, including links to the forms necessary for creating a Gluck Fellowship. You are responsible for downloading and reviewing the Gluck Fellows Handbook.

- Members of **Guardian Alliance**, **Mosaic**, or the **UCR Latinx Play Project** will submit the Gluck OPA! Fellow paperwork described below, and coordinate with their org or program’s OPA! Leader for further details. A set number of OPA! awards has been booked for these groups — if these OPA!s are not used or scheduled by the end of fall quarter, they will become available for general OPA! assignment.

- File Paperwork

**Gluck Fellows must file the following forms:**

- **Due at least one week before OPA! eligible event** for ALL OPA! Leaders / Fellows: OPA! Application/Information Form
Due **72 hours before OPA! eligible event** for ALL OPA! Fellows / Ensemble: Liability Waiver, CANRA Acknowledgement, Media Release, Online Fellow Information Form, Praesidium Armatus Child Protection Training Certificate of Completion

- Liability Waiver; CANRA Acknowledgement; Media Release can be found on the Gluck website.
- The online Gluck Fellow Information Form can be found at this link: [https://forms.gle/PnJuYGvZcL5CcGtj8](https://forms.gle/PnJuYGvZcL5CcGtj8)
- Instructions for the Child Protection Training course can be found in **APPENDIX 1**.

Failure to submit the required 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.

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

**IMPORTANT NOTE:** Fellows cannot be scheduled until they have filed their forms: OPA! Application/Information Form, Liability Waiver, CANRA Acknowledgement, Media Release, Online Fellow Information Form, and Praesidium Armatus Child Protection Training Certificate of Completion

**Program Scheduling – Event Schedule**
As soon as your program has been scheduled, you will receive an official presentation schedule via e-mail. This schedule will be updated and sent out with each new schedule addition and will include:

- Presentation dates and times for each presentation at each site
- Audience grade/age level for each presentation at each site
- Host/teacher names and room numbers, if available
- Site Coordinator contact information (email and phone numbers) for each site
- Site address

**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 20 minutes prior to the start of your presentation to check in with the Site Coordinator. Be prepared to show ID at some sites (libraries, etc.). 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 approximately 20 minutes of UCR by car. Bus routes to most of our Gluck sites are upwards of one hour from UCR.

**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, DOCUMENTATION AND EVALUATION**
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. Please be prepared to take photos of your event to submit to the Gluck office, to be included in the annual report to the Gluck Foundation.

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, the following **must** be submitted to the Gluck office:

- **OPA! Evaluation Form:** Submitted no later than two weeks after the completion of the fellowship obligation.
Links to each evaluation form are on the Gluck Program website. https://gluckprogram.ucr.edu/fellow-resources#fellowship_evaluations

**IMPORTANT NOTE:** Fellows cannot receive their fellowship disbursement until they have submitted their Self and Site Evaluation Forms and returned all materials checked out from the Gluck office. Fellowship disbursements are requested on the Wednesday after evaluations are received and may take up to two weeks from the date of the request to appear in your Banner account. NOT ALL FELLOWS RECEIVE A CASH REFUND. Each Fellow has a difference financial aid situation. All Fellows are responsible for verifying receipt of fellowship funds by following up with their Banner account and Financial Aid Officer.

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:

**FELLOWSHIP DISBURSEMENT – Financial Aid**
Gluck fellowship disbursement occurs in the quarter that the Fellow/Ensemble completes their project. All Fellows must submit all required evaluation forms and return any materials checked out from the Gluck office before disbursement will be requested. **Fellowship monies begin disbursing in November.**

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.

Disbursement of graduate and undergraduate fellowships is arranged through the Financial Aid Office and Student Business Services. Fellowship disbursements are requested on the Wednesday after evaluations are received and may take up to **one month** from the date of the request to appear in your Banner account. All Fellows are responsible for verifying receipt of fellowship funds by following up with their Banner account and Financial Aid Officer.

**NOT ALL FELLOWS RECEIVE A CASH REFUND. Each Fellow has a difference financial aid situation.** Are you a recipient of Financial Aid that includes student loans? If so, are you aware that this Gluck funding will replace the loan amount you have been approved for, if you have ‘maxed out’ your loans? Check with Student Business Services for more information on your specific Financial Aid situation.

**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.

**Challenging Behavior**
We want you to feel comfortable when you visit a Gluck venue, free from the worry of bullying or harassment. If you experience any treatment from participants or hosts that makes you uncomfortable, worried, sad, or triggered PLEASE let us know, let your host/teacher/site coordinator know **immediately**!

**When Kids Ask Personal Questions, or are offensive:**
- How old are you?
- How come you’re so tall?
- Are you a boy or a girl?

Kids ask personal questions because they are trying to figure out how to relate to you – how you fit into their world. Are you like a mom or an uncle, or like an older sibling? Are you an older version of how they see themselves? More rarely to push a boundary, be rude, or offensive.

What can you say that is true to yourself that can satisfy someone’s immediate curiosity so that you can concentrate on the reason you are there?

Since we are in public schools, it may be necessary to make compromises in the answers you would prefer to give in order to reach young people. We want you to share what you can, without distracting from your program.
You are there as a visual role model, for sure, even if you are unable to relate verbally all the nuance you would prefer. Remember to be brief: not a complicated answer, not a deep conversation:

- I don’t feel like a boy or a girl, but I feel like a Nancy. I’m me, this is my name, tell me your name again.
- I’m a girl, but some people think I’m a boy.
- It doesn’t really matter.
- My parents were tall.
- If you want to know more about me, come up and talk to me afterward.

When you meet with the Gluck office, we can practice strategies for answering awkward questions. There is more on Challenging Behavior in Appendix 2.

**FORMS AND DOCUMENTS - checklist**

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 by email. Please do not return as a PDF.

**Due 72 hours before OPA! eligible event – 5 forms**

1. Liability Waiver – PDF form available on Gluck website under Fellow Resources
2. CANRA Acknowledgement – as above
3. Media Release – as above
4. online Gluck Fellow Information Form – [https://forms.gle/PnJuYGvZcL5CcGtj8](https://forms.gle/PnJuYGvZcL5CcGtj8)
5. Praesidium Armatus California Mandated Reporter Certification – see Appendix 1 for instructions

**Due before payment**

- OPA! Event Evaluation Form
- Return all materials checked out from Gluck Program

We look forward to working with you!

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**APPENDIX 1 CANRA Child Protection California Mandated Reporter Online Training for Gluck Fellows**

**TO ENROLL FOR TRAINING**


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. (e.g. 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](http://armatus2.praesidiuminc.com/armatusUser/login)

**TO LOGIN FOR TRAINING**

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**
Press EXIT to return to the Main Menu. Click on the Orange button at the top of the page labeled CERTIFICATE. Click on the button labeled PDF to save your certificate as a .PDF to your computer with your other certificates and licenses, as other UCR departments also use this training and you can submit this certificate to them without needing to retake the course.

Email the PDF of your Armatus California Mandated Reporter Certificate to **Gluckprogram.ucr@gmail.com**

**YOU DO NOT NEED TO COMPLETE THIS TRAINING AGAIN IF YOU ARE A REPEAT FELLOW.**

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

**APPENDIX 2 UCR Codes of Conduct and Gluck Conduct**

**APPENDIX 2.1 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 2.2 University of California Riverside Nondiscrimination and Affirmative Action Policy**
It is the policy of the University of California Riverside not to engage in discrimination against or harassment of any person employed or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy, physical or mental disability, medical condition, genetic information, ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. Furthermore, University policy prohibits retaliation against any member of the University community filing a complaint of discrimination or harassment. This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.

APPENDIX 2.3 Title IX
The University of California is committed to creating and maintaining a community where all individuals who participate in University programs and activities can work and learn together in an atmosphere free of harassment, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual harassment and sexual violence, and that such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual harassment and sexual violence, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates the University of California policy on Sexual Violence and Sexual Harassment.

APPENDIX 2.3 Gluck Conduct
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 fellowship engagements with the same degree of commitment they would any other professional engagement.

APPENDIX 2.4 Media and Social Media
All music, images, and videos must be classroom friendly, and will be vetted by the Gluck office during your Program Run-through.

Gluck Fellows are seen as ‘rock stars’ by the students who are fortunate enough to receive a program in their school. While it may be flattering to be hugged, please note that fist-bumps and high fives are appropriate. It is Gluck policy that adding a student under the age of 18 who saw your program on any social media platforms is not allowed.

APPENDIX 2.5 Challenging Behavior
Gluck Fellows present in public schools in the Inland Region – historically diverse, underserved in the arts with most adult residents having not received a bachelor’s degree. Fellows find the children at Gluck schools are on target for child development milestones – they are the same types children who our fellows were at school with – all types, from nice to mean. If you find yourself challenged by the behavior of a participant, PLEASE report the behavior to the host teacher – you are not there to be bullied! You will need to take control of the class, and so must learn basic classroom management skills, including ‘quiet signs’ to get attention back on you.

If you are confronted by Challenging Behavior –

- Ask the person ‘what happened?’ “What did you just say/do?”
- Ask them what they were ‘thinking’ at the time. “What did you mean by that? What do you think that means?”
- Ask them who was affected by that. “Do you know whose feelings you hurt? Did you see that was hurtful to me?” Ask them what they think they could do to make things right. “What would you like to say to me?”

APPENDIX 3 - Organization-Specific Information

- APPENDIX 3.1 – Solo and Ensemble Musicians
Solo and ensemble musicians of all instruments, genres, and styles are encouraged to audition with the Gluck Office to establish a place on the Gluck OPA! roster. The Gluck Office regularly sends musicians out into the community to perform at a variety of venues in the downtown Riverside area for events including Arts Walk on first Thursdays, First Sundays family days, and special events that take place at the Riverside Art Museum, Riverside Public Library, UCR Alumni and Visitors Center, etc.
Musicians are also welcome to seek out their own bookings. These bookings must be confirmed as Gluck eligible events with the Gluck Office at least 72 hours in advance of the event in order to be eligible for Gluck OPA! Fellowship credit.

Please use the Gluck logo and refer to yourself as a Gluck Fellow in all publicity relating to your performances. See APPENDIX 5 for a style guide.

- **APPENDIX 3.2 – Mosaic**
The Mosaic public reading series in Riverside locations 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 writing education.

Key Information:
- The Mosaic Fellow team is responsible for organizing, planning, and reporting on public outreach activities to encourage the community to participate and submit for inclusion in Mosaic. The Mosaic team is expected to organize, attend, oversee and be responsible for all events.
- Outreach activities should be located in venues generally open to the public and free of charge to enter. The Getaway Café, Back to the Grind, Cellar Door Books, etc. are common locations for events, but the further the events reach into Riverside, the better exposure for Mosaic. Events can also be on the UCR campus but should be free of charge to enter and easy to locate for outside visitors.
- Most locations will not require liability insurance to hold an event there. However, if you are asked to supply one at any point in the process, please stop communications with this venue. The University will not insure student groups for events off campus, and you cannot have a Mosaic-sponsored event at any location that requires liability insurance.
- **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 events there were, where and when they occurred, and how many attended. After each event, please send an estimation of the attending audience to the Gluck office immediately.

Eligible Activities for outreach credit:
1. Open Mics – credit for each Fellow who participates in facilitating the event (emcee, event organizer, event advertiser, etc.)
2. Table/booth at student fairs, literary events, community events – credit for each Fellow who participates
3. Visits to community college or high school creative writing club – credit for each Fellow who participates
4. Writing workshop or workshopping event open to the public – credit for each Fellow who participates

A total of 12 $125 OPA! Fellowships will be reserved for Mosaic through fall quarter for single session activity support, as part of the Gluck budget supporting the Creative Writing Department, after which they will go into the Gluck OPA! general roster and made available to all OPA! Fellows, including Mosaic members. There may be additional OPA! fellowships available, after the initial 12 are used.

Please use the Gluck logo and refer to yourself as a Gluck Fellow in all publicity relating to Mosaic. See APPENDIX 5 for a style guide.

UCR LPP, S.T.R.O.N.G Edutainment, and other student-run performance organization members are eligible for OPA! fellowships if they are cast members in an approved, family friendly production. Performance organization members who participate in flyer distribution/street theatre teams/public advertising for non-family friendly productions are also eligible for OPA! fellowships. Please contact the Gluck office for questions regarding details of eligibility, as they may vary from production to production.
Please use the Gluck logo and refer to yourself as a Gluck Fellow in all publicity relating to productions that are supported by the Gluck Program. See APPENDIX 5 for a style guide.

A certain number of $125 OPA! Fellowships will be reserved through fall quarter for the LPP and STRONG for single session activity support, as part of the Gluck budget will be held exclusively for these programs, after which they will go into the Gluck OPA! general roster and made available to all OPA! Fellows, including LPP and STRONG members. There may be additional OPA! fellowships available, after the initial ones are used.

**APPENDIX 3.4 – Spotlight on Hope Film Camp**
Undergraduate students who assume roles in Spotlight on Hope are eligible to receive OPA! fellowships of $125 per event. The obligation to the Gluck program to receive the fellowship is to serve at an arts outreach event that is free and open to the public. Examples include film camps, workshops, training sessions for members, movie nights. These events can be on the UCR campus, or off campus, but they must be ‘art’ focused. (Service events to hospitals, i.e. Easter egg hunts, are not eligible.)

Please use the Gluck logo and refer to yourself as a Gluck Fellow in all publicity relating to Spotlight on Hope workshops, screenings, and other events. See APPENDIX 5 for a style guide.

**APPENDIX 3.5 – Family Learning Support Fellows**
From time to time, Gluck Family Learning Programs (First Sundays at Riverside Art Museum, UCR ARTS events, etc.) may need additional support Fellows to assist with carrying out a project. OPA! Fellows who are interested in supporting Gluck Family Learning Programs should register their interest with the Gluck office. These programs are typically 2-3 hours in length, and Fellows who support these events are eligible to receive the OPA! fellowship of $125.

**APPENDIX 3.6 – OPA! Social Media/GluckGlobal 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

**APPENDIX 3.7 – VIP Day Arts Ambassadors**
Arts Ambassadors are Gluck OPA! Fellows who act as guides for Gluck VIP Day events. There are typically 6 VIP Day events per year, where 5th-8th grade students from a Gluck school visit the UCR campus and attend Gluck workshops. Each Arts Ambassador is assigned a group of students and spends the duration of the VIP Day event with those students; leading students between classrooms for various workshops and providing information about the college experience and life at UCR. Arts Ambassadors generally give students a brief tour of the Bell tower/HUB area after the Gluck workshops have completed.

**APPENDIX 3.8 – Gluck Special Events and Programs: Like to try something different?**
Gluck Music Library: Get credit for one OPA! 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 OPA!
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** Style Guide for Crediting the Gluck Program in Digital and Print Media

The Gluck Program has very specific wording that should be used if the Program is referred to in any digital or print media or advertising. Please use the following information for any printed or digital advertising/marketing/social media posts, etc.:

- Please use "Gluck Fellows Program of the Arts" or "Gluck Program" and **do not** use the word "Foundation".

- Also, please do not use the words "sponsor" or "partner," the phrasing should be "supported in part by" instead.

  - For example, **"this performance/event/screening/etc. is supported in part by the Gluck Fellows Program of the Arts"** is the ideal phrasing to use when the Gluck Program is providing OPA fellowships or other support to a Gluck eligible project.

**APPENDIX 6** Gluck Fellowship Tax and Financial Aid 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 he 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.
Are you a recipient of Financial Aid that includes student loans? If so, are you aware that Gluck funding may replace the loan amount you have been approved for, if you have ‘maxed out’ with the support of student loans?

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. A Gluck fellowship is financial aid. If a student has already received loans, federal or UCR financial aid based upon the need reported in the Free Application for Federal Student Aid (FAFSA), the fellowship must fit into the aid package, which may result in other aid – loans for example - being reduced or removed.

Fellowships that do not allow supplementation are the Eugene Cota-Robles Award (ECRA) and the Dissertation Year Fellowships (DYFA and DYP). The Graduate Research Mentorship Program (GRMP) allows only limited supplementation as a 25% Graduate Student Researcher appointment (GSR).

https://graduate.ucr.edu/fellowships-awards-and-grants

Know your Budget Number – and don’t exceed it

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 need assessed for 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 received a full financial aid award, including loans. Their financial aid award will be adjusted to include the late award, and the student will be required to repay some aid (loans) already received. (Most of the time this is the Gluck award repaying loans already received or taking the place of loans expected.)

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.

Disbursement of graduate and undergraduate fellowships is arranged through the Financial Aid Office and Student Business Services. 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 or One Stop Shop to discuss exactly how their Gluck fellowship will be disbursed and whether ‘there is room in their account.’ An ‘Additional Resource’ will affect a financial aid package (grants, loans, scholarships) as assistance in excess of ‘Your Need’ (the budget for the costs of school) will trigger a revision of the financial aid.

Fellowship disbursements are requested on the Wednesday after evaluations are received and may take up to one month from the date of the request to appear in your Banner account. NOT ALL FELLOWS RECEIVE A CASH REFUND. Each Fellow has a difference financial aid situation. All Fellows are responsible for verifying receipt of fellowship funds by following up with their Banner account and Financial Aid Officer. Please note that if the Student Business Services department and Housing has already posted fees for the coming quarter, any funds on a student’s account will go to cover outstanding fees first by default. Students can contact SBS to ask for a refund of their current funds’ credit balance if they were expecting a refund.

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.