

**Volunteer Notetaker Information**

Dear Student Volunteer:

Thank you for agreeing to share a copy of your class notes with a student in this course. Disability Resources and Services (DRS) appreciates your cooperation and your generosity in this effort.

Please complete the form at the bottom of this page and return it to DRS. We will send you a letter of appreciation for your efforts toward the end of the semester.

To make this notetaking service most beneficial to everyone involved, review these tips for sharing notes effectively.

- Review the online notetaking tutorial at <http://www.netac.rit.edu/onlinenotetakertraining.html>
- Write clearly and leave space for notes at a later time. If abbreviations or codes are used, include a legend on the first set of notes.
- Include all important information in the notes you will be sharing, even if you know these points already.
- Arrange for backup notes if you expect to be absent from class. DRS encourages students to use two or more sets of notes so that all important points can be included.
- Use carbonless paper or arrange for photocopying notes on a daily basis. DRS can provide paper or photocopying for you upon request.

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*Please complete this form and return it to DRS at 100 Ritter Annex.*

**VOLUNTEER NOTETAKER DATA**

Name \_\_\_\_\_ TUID \_\_\_\_\_

Address \_\_\_\_\_ Phone (    ) \_\_\_\_\_

City, State and Zip \_\_\_\_\_

E-mail \_\_\_\_\_

Course \_\_\_\_\_

Student Receiving Notes \_\_\_\_\_

Date \_\_\_\_\_