*This informational sheet is included in the note taker packets available at the DSS Office.  As the previous pages explained, you have options on how to obtain a volunteer peer note taker.  Once a volunteer student has been identified, a note taker packet should be provided to the volunteer.  You need to check one of the boxes below regarding how you will collect the notes from the volunteer.  If you prefer complete anonymity, then the second box below needs to be checked prior to handing the note taker packet to the professor. Please read the following information carefully, then click "Next" at the bottom of the page to continue to the quiz.*

I have volunteered to take notes - Now what?!

Thank you for volunteering to be a peer note taker.  Your service is very much appreciated.

Here is a starter amount of NCR paper.  This carbonless paper is very sensitive and will copy through several sheets.  To avoid this, do not stack the sheets on top of each other when writing.  Use one set at a time on a separate writing surface or place the thin cardboard sheet provided in this packet directly underneath the current sheet you are using.

If the student did not identify him or herself to you or the professor did not identify the student,

[check] the student will approach you after this class is over and introduce him or herself

OR

[check] the student wishes to remain anonymous.  Please drop off the notes at the Disability Support Services Office in Gaiser Hall, room 137.

Additional tips:

* Use a ballpoint pen.  Mechanical pencils or regular pencils do not copy well.
* Be as neat and clear as possible.
* At the top of each page of notes write the date and page number.

If you would like a letter of reference outlining your volunteer experience and time, please contact the Disability Support Services Office in Gaiser Hall, room 137 or call (360) 992-2314.

Volunteer peer note taker responsibilities and rights:

* I will not release information about the student to anyone, including the student's name.
* I will be discrete in my contact with the student to protect his or her confidentiality.
* I will not inquire about the student's disability, except as it may relate to the way in which I take notes.
* I will inform the professor if I know I will be absent from class, so other note taking arrangements can be made.
* I am not required to provide notes to the student with a disability if he or she is absent from class and has not made prior arrangements.  There may be times when the student knows he or she will be absent from class (i.e., dentist appointment) and asks you to take notes for that day.  This situation is appropriate, as any student would have this option.
* I may be asked to clarify my notes, but I am not expected to tutor the student in this course.
* I will contact the Disability Support Services Office immediately if I am experiencing any problems related to my note taking or the student.

*Click "Next" to take the quiz.*