



# Student Disability Services

SDS

## Initial Information for Volunteer Notetakers

Thank you for participating in the Volunteer Notetaker Program. By being part of this program, you enhance everyone's learning experience! Now that you have been selected to take notes for a student in class, this handout gives you important information on next steps.

### How to Sign-up as a Volunteer Notetaker

1. On the Student Disability Services (SDS) website, complete the [Notetaker Registration](#) form. Return this application to SDS by emailing to: [sdsinfo@mail.sdsu.edu](mailto:sdsinfo@mail.sdsu.edu)

You will NOT be eligible to receive verification of volunteer/community service hours at the end of the semester if you have not completed this application at the beginning!!

2. Review the Notetaker Responsibilities below and the [How to be an Effective Notetaker](#) handout. These will both help you perform your role.

3. Actively monitor your email account throughout the semester for important information.

### Notetaker Volunteer/Community Service Hours

At the end of a semester that you registered with SDS as a Volunteer Notetaker and successfully completed the notetaker assignment, you will ask the student receiving your notes to sign and verify that you completed the assignment. You will then receive an official letter from SDS verifying ~15 hrs. of volunteer service for each unit of class (~45 hrs. for a 3 unit class, depending on when notetaking begins).

### Notetaker Responsibilities

- Confer with student on format (paper or electronic) and how notes will be delivered after class. For paper notes, NCR carbon paper is available free from SDS.
- Review the [How to be an Effective Notetaker](#) Handout.
- Attend each class session as required by the instructor and take notes on class content.
- Provide copies of notes to student needing notes within 24 hours of the end of class, in the manner agreed upon (paper or electronic).
- Communicate with the student often about the quality and legibility of the notes.
- Receiving notes from a volunteer notetaker does not take the place of class attendance. Volunteer notetakers are **not** expected to provide notes on days the SDS student is absent.
- Contact SDS with any problems associated with notetaking responsibilities.
- Maintain student's confidentiality at all times.
- Contact SDS student ASAP if you are unable to attend class, so other arrangements can be made.

### Student Disability Services

Phone: (619) 594-6473      Fax: (619) 594-4315  
Email: [SDSinfo@mail.sdsu.edu](mailto:SDSinfo@mail.sdsu.edu)      Location: 3101 Calpulli Center