



SAN DIEGO STATE
UNIVERSITY

Student Ability Success Center
Division of Student Affairs

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. Register as a volunteer notetaker through [SASC Connect](#).
2. Review the Notetaker Responsibilities below and the [How to be an Effective Notetaker](#) handout. These will both help you perform your role.
3. You will receive an email once you have been selected as a note taker to notify you to begin uploading notes.
4. Actively monitor your SDSU email account throughout the semester for important information.

Notetaker Responsibilities

- Review the [How to be an Effective Notetaker](#) Handout.
- Attend each class session as required by the instructor and take notes on class content.
- Upload digital notes to SASC Connect within 24 hours of the end of class.
- Contact SASC with any problems associated with notetaking responsibilities.
- Contact SASC ASAP if you are unable to attend class, so other arrangements can be made.

Notetaker Volunteer/Community Service Hours

After successfully completing the note taking assignment for the semester, please email us at sascinfo@sdsu.edu to receive:

- An official letter from SASC verifying ~15 hours of volunteer service for each unit of class (~45 hours for a 3 unit class, depending on when note taking began).
- A gift card with a value of up to \$100 from a selection of vendors for each class for which you have successfully completed note taking.

Visit the [FAQ page](#) in SASC Connect to learn more about these incentives.

Student Ability Success Center

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