## <u>Volunteer Note Taker – Student Procedures</u>

1. Complete Request for Services Form through students Eagle Advisor account.

2. Go to class and seek out instructors, volunteers, classmates etc. for notetaking first.
   a. Student can request the instructor make a class announcement for a note taker
   b. Student can ask another classmate to be their note taker

   Note: If there are no volunteers, please revisit DSPS to discuss options for further assistance

3. The DSPS student and volunteer note taker can meet after class to discuss the process of delivering/receiving class notes.
   a. Photo using note taking app (all apps are free)
      i. CamScanner
      ii. TurboScan
      iii. TinyScan
      iv. PDF Doc Scanner
      v. Fast Scanner
      vi. Droid Scan
      vii. https://www.sonocent.com/en-us/ additional app inquire at DSPS
   b. Use scanner in DSPS Office, LRC or campus library
   c. Make copies in DSPS office

4. The volunteer note taker will complete the Volunteer Note Taker Form through the http://www.msjc.edu/DSPS/Pages/default.aspx website to receive a community service certificate (email at the end of the semester).

## <u>Volunteer Note Taker – Staff Procedures</u>

1) All Volunteer Note Taker Forms will be emailed to the dspssjc@msjc.edu email account.

   Not campus specific

2) The DSPS Support Services Coordinator will save the original email and save into a folder titled with the current semester

3) Three to four weeks into the semester DSPS Support Services Coordinator will organize the conversion of email into an excel spreadsheet (Soon SAM Software)

4) After the semester is complete, the DSPS Support Services Coordinator will generate an email with the volunteer's certificate.

5) The spreadsheet will be housed on the N-Drive for one year