

Eligibility:

- You must be currently enrolled as a student in the course in which you are willing to share notes.
- You must take detailed, well-organized notes. Notes are not required to be in any particular format, but should be easy to follow.

Responsibilities:

- Student and/or Volunteer will fill out a Volunteer Note Taker form, provided by the DSPS student.
- Volunteer must complete a Note Taker form each semester, for each student whom notes are being taken for.
- Volunteer must take notes for the “Entire” semester.
- Notes need to be provided to the DSPS student in a timely manner either by scanning and emailing the notes to the student, transferring them to the student’s flash drive or by making copies (to be paid for by the DSPS student) in the Library or another location. Scanning can be done in the DSPS High Tech Lab.
- Schedule changes: Notify DSPS immediately if you drop a class for which you are taking notes.
- Confidentiality: If a DSPS student with whom you are taking notes elects to introduce himself or herself to you, his or her DSPS status must be kept confidential.
- Notify DSPS if any issues with taking notes or with the DSPS student occur.

Rights:

- You are a Note Taker, not a tutor.
- You **do not** need to take or supply notes for the **DSPS student if they are absent.**
- Do not, under any circumstances, tolerate any abuse (either verbal or physical) by the DSPS student. If this should occur, please come to the DSPS office and report the violation immediately.
- You are not obligated to give your phone number to the DSPS student.
- If you are “fired”, contact DSPS immediately.

I have read and agree to the responsibilities as a Volunteer Student Note Taker.

Volunteer Note Taker Signature: _____ **Date:** _____

DSPS Staff Signature: _____ **Date:** _____

Volunteer Contact Information

Volunteer's Name: _____
Phone: (_____) _____ Email: _____
Student ID#: _____ Semester: _____

DSPS Student & Class Information

DSPS Student Name: _____ ID#: _____
Class/Section: _____ Days: _____
Class/Section: _____ Days: _____
Class/Section: _____ Days: _____

Thank you for taking the time to volunteer for the above DSPS student. We greatly appreciate your time and energy given to this student's success. It is students like you that help keep our program running.

At the end of the semester, automatically, we will email you a certificate showing completion of your volunteer hours for taking notes.

DSPS offices:

SJC/SGP (951) 487-3305
MVC/TEC (951) 639-5305