



Disability Resource Office
Lower Level Tyler Hall, 831-6350

Volunteer Note Taker

Sign-Up Sheet

Please see the back of this form for guidelines

To Be Completed By Instructor

Course & Section (Ex. POSC 120 – 01)

Instructor Name (please print)

Instructor Email Address

Instructor Contact Number

Volunteer Note Taker Expectations:

- Attend classes regularly
- Write legibly
- Complete mandatory Note Taker Training Program provided by the Disability Resource Office
- Maintain confidentiality
- Be in good academic standing
- Take detailed notes
- Submit notes **at least** twice a week or notify the DRO if there were no notes at dronotes@radford.edu

Volunteer Note Taker Benefits:

- Early Registration for next semester
- 10% Neebo bookstore discount
- Non-conduct related community service
- Resume builder

***If volunteer note taker expectations are unfulfilled, benefits will be terminated. ***

Volunteer Name	Student ID #	Email Address	Cell Phone #

***Volunteers will receive an email if selected.**

***Instructors: Return this form to the DRO within 5 business days after receipt from student.**

For DRO Use Only:

DRO Student ID Number

Semester

Note Taker Registered

Date

DRO Staff Initials

Instructor:

Radford University instructors and staff are obligated by federal law to provide reasonable academic accommodations for students with disabilities. You have received this form because at least one student in your class has been identified as requiring a note taker.

Complete the top section of this form and then circulate this form around your classroom on the first day of classes as part of your "first day of class" routine. If this form has not been made available to you prior to the first day of class, please circulate this form during the first class after receipt.

Collect this form after it has circulated through the classroom and return it to the Disability Resource Office within 5 business days of receipt by:

Fax: 540-831-6525 or

Email: dronotes@radford.edu or

Drop off in person to the DRO located in Suite 54, Lower Level Tyler Hall.

*If you are having difficulty securing a note taker, contact the Disability Resource Office for assistance.

SCRIPT SUGGESTION: "There is a student in the class who is eligible to receive note taking services. This form outlines the expectations and benefits of becoming a volunteer note taker. If you are interested in being a volunteer note taker for the Disability Resource Office, please provide your contact information on this form."

Thank you for your assistance with this process!

-Disability Resource Office Staff