



VCU

Student Accessibility and
Educational Opportunity
Student Affairs

NOTE TAKING VOLUNTEER

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Richmond, VA 23284
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Fax: (804) 828-1944
Email: saeo@vcu.edu
Website: www.saeo.vcu.edu

Thank you so much for agreeing to share your notes with a fellow student in need! Many students at VCU require assistance in these matters, and your volunteering will truly make a difference for one of more of your peers.

While SAEO is extremely grateful for your volunteering, please not that by volunteering to be a note taker, at least one student will be relying on you to regularly provide notes. While we understand that you are a volunteer, being a note taker requires commitment that you will provide notes for each class that you attend.

INITIAL REGISTRATION

In order for SAEO to coordinate the receiving and delivery of your notes, please complete the Note Taker Registration Form (attached).

GENERAL INSTRUCTIONS

- Type or write clearly and neatly using a blue or black pen
- Make sure to include lecture material, in addition to general course information, such as test dates, and assignment guidelines/due dates
- Add the following information to the top of your first page of notes for each submission
 - Date
 - Course Title
 - Course Number (e.g. PSYC 314)
 - Course Section (e.g. 002)
 - Instructor's Name

SUBMISSION

Submit your notes using to SAEO within **24 hours** of the class using any of the following methods (**DO NOT SUBMIT DIRECTLY TO THE STUDENT**):

- Make copies of your notes for free in the SAEO Office and deliver to the front desk
- Use carbonized paper (available for free in the SAEO Office) and deliver the carbon copy to SAEO
- Email typed notes to saeonotes@vcu.edu including "Notes for [course number]" in the subject line
- Scan your handwritten notes and email them to saeonotes@vcu.edu including "Notes for [course number]" in the subject line
 - We recommend using the free Genius Scan app for extremely quick, simple, and high quality scanning with your smart phone.

Again, thank you so very much for volunteering! Your support reflects a positive volunteer experience that you can add to your resume. Should you wish to receive documentation of your services, please stop by the SAEO Office or contact saeonotes@vcu.edu and we will gladly write you a volunteer recognition letter and/or provide you with a certificate of appreciation at the end of the semester.

SECTION 1: GENERAL INFORMATION

Name

V Number

Email

Phone

Local Address

SECTION 2: BASIC EMPLOYMENT INFORMATION

Are you currently employed by VCU in any capacity? Yes No

If yes, in what capacity?

Work Study Student

Part-Time Employee

Full-Time Employee

Other (please describe) _____

SECTION 3: COURSE INFORMATION

Please Identify the class for which you have volunteered to share your notes:

Course Title

Course Number

Course Section

Instructor's Name

SECTION 4: CONTACT PREFERENCE

If we need to get in touch with you, what is the best time and method to do so?

Time

Method

By signing below, I acknowledge the responsibility of being a reliable note taker, and will do my due diligence to provide notes on a regular basis.

Signature

Date