Letter for the instructor to read to a class to obtain a volunteer note taker

Dear Students:

A volunteer note taker is needed for one of your classmates. In addition to the satisfaction of helping others, taking notes for another student can benefit you in many ways. Volunteer experience looks great on your resume, and for those of you who belong to campus or community organizations, volunteer hours may be counted as service points. Many note takers have found that their notes improve when they know someone else is benefiting from them.

To be a volunteer note taker, you should meet these four criteria:

1. your attendance is good
2. your handwriting is legible
3. your notes are detailed; and
4. you consider yourself to be a good student. If you meet these criteria, we would love your assistance.

We will provide you with special note taking paper, which eliminates the inconvenience of having to make copies. Please come to the Office of Disability Support Services in the Lindbloom Student Center LC 271A, or call us at 833-9111 ext. 2318, and ask to speak to the DSS Accommodations Coordinator, Jean Carlson.

Thank you for your consideration of this special request.

Sincerely,

Disability Support Services