



## Volunteer Note-taker Agreement

Thank you for your interest in sharing your notes with one of your classmates. If you are willing to serve as a volunteer note-taker this semester, please read the following and sign below if you are willing to agree to the details listed here.

1. I agree to use my preferred method for taking notes so that I am still learning well and so that the notes will be beneficial for me and for the person with whom they are shared. This may include notes taken on my computer, on handouts, or in a notebook.
2. I will attend class and plan to arrive on time. If I must be absent from a class session, I will notify the Office of Academic Accessibility as early as possible.
3. I will strive to take notes that are clear, legible, unbiased, organized, thorough, and complete.
4. I will provide a PDF copy of the notes from each class to the Office of Academic Accessibility by email ([oaam@messiah.edu](mailto:oaam@messiah.edu)) within 24 hours of the class session. The subject line of the email will list the course and my professor's name.
5. If I know the identity of the person for whom I am taking notes, I will not reveal that information to anyone else.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Course Title and Instructor Name: \_\_\_\_\_

Please complete and return this agreement to the Office of Academic Accessibility in Murray Library within one week of agreeing to be a volunteer note-taker. You will need to do so to receive a gift card at the end of the semester.

If you have any questions about the note-taker agreement or about taking or sending notes, please contact the Office of Academic Accessibility at [oaam@messiah.edu](mailto:oaam@messiah.edu).

We sincerely appreciate your volunteer service – thank you!