

Dear students,

I am writing to share an opportunity for you to earn a \$25 gift card to the campus store. One of your classmates has an academic accommodation for a volunteer note-taker, so I am asking someone who will be taking notes during our class meeting times to share them via email with the Office of Academic Accessibility.

A volunteer note-taker can have a valuable and meaningful role in the success of a fellow student who is working towards graduation and a college degree! Sharing notes allows your classmate to focus more fully on in-class instruction and activities without the worry of missing something important. Past volunteer note-takers have reported that volunteering helped them academically as well since they took better and more thorough notes. It's a win-win!

If you are interested in learning more about being a volunteer for this, please note the following details:

- You should plan to attend class regularly and take complete and legible notes that you would normally be compiling for yourself.
- After class and within 24 hours of it, you will simply email the Office of Academic Accessibility (at [aaa@messiah.edu](mailto:aaa@messiah.edu)) with a PDF copy of your notes.
- If you faithfully and consistently provide notes throughout the semester, you will receive a \$25 gift card to spend at the bookstore. It is as easy as that!

If you would like to learn more about volunteering to share your notes with a fellow student, please respond to this message or talk with me in- person about it. I look forward to hearing from you.

Professor