MONTGOMERY COLLEGE
Disability Support Services

TO: Instructional Faculty

FROM: Disability Support Services

RE: Arrangements for Volunteer Note-Taker

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In the *Accommodations Letter* that you have been given by a student with a disability, you will find the accommodation of "volunteer note-taker." Please discuss with the student whether he/she prefers you to make an announcement and to collect the notes after class for him/her or if he/she will ask another student in the class to take notes and receive the notes directly.

You may find it helpful to read the following statement to your class. Once two volunteers are secured, please distribute to the volunteers the blue note taker instruction letters along with the carbonless-copy paper the student will supply. **To protect the student's confidentially, we request that you do not mention the student's name or point out the student when making the announcement.**

Sample Announcement

Disability Support Services is asking for two or three students from this class to volunteer to share their notes with a classmate with a disability.

We're looking for people who write legibly, get the main points, and want to help. Don't feel that you have to be the best note taker in the world to volunteer. All you have to do is use the loose-leaf carbonless-copy paper provided, which can be used by itself or with your own notebook paper. If you prefer to type your notes or do it some other way DSS can work this out with you and you will not be responsible for any copying costs. To show our appreciation for your willingness to volunteer, DSS can also provide a Certificate of Volunteer Service at the end of the semester.

Please consider volunteering and see me after class.

If no one comes forward to volunteer, please make the announcement again. If a volunteer still cannot be secured, contact the DSS counselor listed on the Accommodation Letter. If the student approaches you later in the semester about not having access to notes, please refer them back to DSS. Thank you for your assistance!