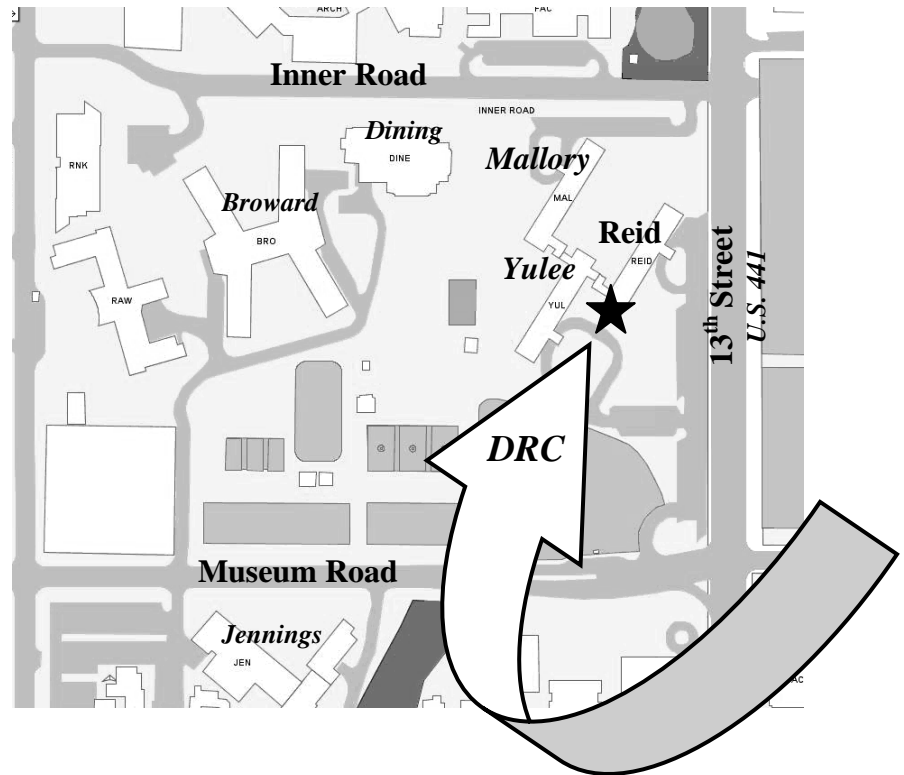


DRC Note-Service Packet

UF UNIVERSITY of
FLORIDA

*Division of Student Affairs
Dean of Students Office*



Disability Resource Center (*DRC*)

Room 001 Reid Hall (Bldg. 0020)
P.O. Box 114085
Gainesville, FL 32611

Phone 352-392-8565

Fax 352-392-8570

Website: www.dso.ufl.edu/drc/

Email: noteservice@dso.ufl.edu

Revised 02/12/09

DRC-Registered Student's Responsibilities

- Schedule a meeting with your instructor to discuss the need for class notes. **Complete page 5 with your information before meeting with your instructor and bring this packet with you to the meeting.**
- Inform your instructor if choose to remain anonymous to the Note-Supplier.
- Adhere to classroom attendance policies or Note-Service may be discontinued. In most cases, this service is not intended as a substitute for class attendance or taking your own notes but as a supplement to your own notes.
- **If you drop this class, please notify the DRC immediately!**

Instructor's Responsibilities

- **Designate one person to supply copies of his/her notes for all the DRC-registered students in your class requiring Note-Service.** Suggested methods used to identify a Note-Supplier:
 - Make an announcement (script below) in class that a Note-Supplier is needed, **without identifying the student needing services.**

“The Disability Resource Center is seeking a student that will provide copies of his/her notes for this class. In return the student will be furnished a gift card to the UF Bookstore or, upon request, can receive certification for volunteer hours. You must take good notes that are easy to read and you should attend class regularly. If you are interested, please contact me as soon as possible.”
 - Approach a student that you believe would best fit the role and request assistance in filling a vital class need.
 - Ask if the DRC-registered student already knows of a classmate willing to supply copies of his/her notes.
 - You may choose to supply the DRC-registered student with copies of your own notes or review his/her notes for appropriateness.
- **Complete the bottom of page 5 and give the packet to the Note-Supplier. The Note-Supplier then completes page 6 and returns forms to the DRC.**
- **If additional DRC-registered students require notes, only p. 5 needs to be completed and returned to the DRC by the DRC-registered student.**
- If the DRC-registered student wishes to remain anonymous, be sure the Note-Supplier indicates on p. 6 how s/he will supply notes to the DRC.

Note-Supplier's Requirements and Responsibilities

Requirements:

- minimum 3.0 overall GPA
- basic understanding of course material
- excellent attendance (*In your absence, be sure to secure notes from another student for the DRC-registered student.)
- respect for the confidentiality of the DRC-registered student

Responsibilities:

- Return completed pages 5 and 6 of this packet to the DRC.
- Supply notes only for the student(s) to which you are assigned.
- Supply notes on material from lectures, films, speakers, discussions, etc.
- **Supply notes within 24-48 hours of class** (more frequently for exams).
- If the DRC-registered student chooses to remain anonymous, deliver notes to the DRC either in person (so that your notes can be copied free of charge on our office copier) or by email.
- If the DRC-registered student chooses not to remain anonymous, make a plan with the DRC-registered student to exchange notes and indicate this method of delivery on the paperwork to be turned in to the DRC.
- Complete and verify completion of the Online Note-Service Training Presentation within 7 days of being designated as Note-Supplier. Go to www.dso.ufl.edu/drc , click Current Students > Online Services > Note-Service Training Presentation.

Compensation:

- You may be asked to supply notes for more than one student in the class. Due to financial constraints, only one Note-Supplier can be compensated per class, regardless of the number of DRC-registered students involved. **Compensation is determined by the number of credit hours of the class, not by the number of students receiving notes.**

Compensation continued:

- For each credit hour of class, a Note-Supplier will receive a \$25 gift card redeemable at the UF Bookstore.
 - 1 credit class = \$25 gift card
 - 3 credit class = \$75 gift card
 - 5 credit class = \$125 gift card
- Compensation is prorated if you do not supply notes for the entire semester.
- **Gift cards are to be picked up at the DRC during the final exam week of Fall, Spring & Summer 'C' semesters or during the first 3 weeks of the following semester. After this time period, your services will be considered volunteer and no compensation will be awarded.**
- You can choose to volunteer your time instead of receiving compensation, for which you will receive certification for volunteer hours. For details please send an email to noteservice@dso.ufl.edu.
- If you are a non-resident alien, you will be paid through the payroll system in order to generate the required IRS 1042S form. See Rick Nelson at the DRC for assistance.

In order to receive compensation:

- The forms (pages 5 & 6) at the end of this packet must be completed, signed and on file at the DRC (Best: If Note-Supplier returns forms).
- It is the Note-Supplier's responsibility to verify DRC's receipt of the forms.
- Online Note-Service Training must be completed and verified according to the instructions given in the on-line PowerPoint Presentation within 7 days of being designated as Note-Supplier.

Note: FREE! 3 hole, college rule, lined, carbonless paper is available at the DRC.

DRC-registered Student's Information
(Completed by DRC student)

Course #: _____ Section #: _____ No. of Credit Hours: _____

*** Do you wish to remain anonymous to the Note-Supplier. Yes or No**

Note: Your notes will be emailed to you by the DRC unless otherwise arranged by you with the Instructor, Note-Supplier and/or DRC Note-Services. Please verify that your current email is on file with the DRC.

I have read, understand and accept the terms and conditions of the DRC Note-Service. Yes or No

UFID: _____ - _____ Today's date: _____

(UFID is requested instead of a name in order to maintain confidentiality. **All of the above information must be provided or your services may be delayed.**)

Instructor's Information
(Completed by instructor)

Instructor's name: _____

Instructor's phone #: _____

Instructor's e-mail address: _____

By signing below, I understand that the above mentioned DRC-registered student will receive copies of notes from the Note-Supplier that I have designated.

Instructor's Signature: _____ Date: _____

Note-Supplier's Name: _____

Note-Supplier's Information & Confidentiality Agreement

(Completed by Note-Supplier)

Course #: _____ Section #: _____ No. of Credit Hours: _____

I do hereby agree, as a Note-Supplier for the Disability Resource Center, to respect the confidentiality of the student(s) for whom I am supplying notes. I will not, without the expressed written permission of the student(s), discuss any information regarding him/her to anyone, including instructors, staff or other students. If I violate this agreement, I realize that I may be reported to Judicial Affairs for appropriate action.

I understand that in order to be compensated, I must follow the Note-Supplier's requirements and responsibilities as listed on pages 3 & 4 of this packet and complete the online Note-Service Training within 7 days of being designated as Note-Supplier. By signing below, I indicate that I have read, understand and accept the terms and conditions of the DRC Note-Service.

Thank you for your services!

Signature: _____ Date: _____

Name (printed): _____

UFID: _____ - _____ Phone Number: _____ - _____ - _____

Gatorlink email address: _____

Is this your first time as a DRC Note-Supplier?

Yes No, I was a Note-Supplier most recently in summer / fall / spring of 20____.

Please indicate below which delivery method will be used to supply notes.

- I (Note-Supplier) will provide notes directly to the DRC-registered student(s), either in person or by email. This option will **not** be available if the DRC-registered student(s) chooses to remain anonymous (see page 5 of 'DRC Registered Student's Info'); in this case, you must choose one of the options below.
- I (Note-Supplier) will have notes scanned/copied at the DRC.*
- I (Note-Supplier) will email notes to noteservice@dso.ufl.edu * **
- Other: _____

*Always include course number, date of notes and professor's name on the first page of notes.

**In emails: be sure to use the course number and professor's name in the subject line.

Example: CHM 2046 Smith