**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/](http://www.dso.ufl.edu/drc/)
Email: noteservice@dso.ufl.edu

Revised 08/11/14
DRC-Registered Student’s Responsibilities

- Schedule a meeting with your instructor to discuss the need for class notes. 
  Complete page 5 of this packet with your information before meeting with your instructor and bring this packet with you to the meeting.
- Inform your instructor if you 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(s) needing the service. Only one Note-Supplier will be compensated per course.
    “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.”
  - Or, approach a student that you believe would best fit the role and request assistance in filling a vital class need.
  - Or, ask if the DRC-registered student already knows of a classmate willing to supply copies of his/her notes.
  - Or, 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

Please direct questions about Note-Service to: noteservice@dso.ufl.edu
Requirements:

- Minimum 3.0 overall GPA
- Basic understanding of course material being presented
- Excellent attendance (*In your absence, be sure to secure notes from another student for the DRC-registered student)
- Uphold the confidentiality of the DRC-registered student(s)

Responsibilities:

- **Return completed pages 5 and 6 of this packet to the DRC immediately**
- Supply notes only for the student(s) to which you are assigned
- **Supply notes within approximately 24 hours of class**
- Supply notes on material from lectures, films, speakers, discussions, etc (Simply submitting instructor handouts does not constitute a sufficient notes submission)
- **On the first page and in the Subject line of emailed notes, place the course, instructor’s last name, & date of lecture (AMH2040 Smith 7/19/10)**
- If the DRC-registered student chooses to remain anonymous, deliver notes to the DRC either by email or in person (so that your notes can be scanned free of charge)
- 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](http://www.dso.ufl.edu/drc), click Students > Forms & Documents > Note-Service Training Presentation>Adobe Acrobat

Compensation:

- 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
• 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.

• If you are recruited to be a Note-Supplier more than midway through the semester, your compensation will be prorated.

• 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.

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 punched, college rule, carbonless paper is available at the DRC. Carbonless paper, copies your notes to the following page which may then be separated and distributed.
DRC-registered Student’s Information  
(Completed by DRC student)

Course #: ____________________________  Section #: ____________  No. of Credit Hours: _______

Online Class: □ Yes or □ No

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

Note: An email will be sent to you containing information on how your notes will be dispersed. The majority of notes are dispersed electronically unless otherwise arranged. 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: _______________________________________________________

Please direct questions about Note-Service to: noteservice@dso.ufl.edu
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 uphold 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 the Student Conduct Office 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: __________________________________________

Have you previously been a Note-Supplier?

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

Please indicate below which delivery option 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 my notes scanned at the DRC.*

☐ I (Note-Supplier) will email my notes to noteservice@dso.ufl.edu *

☐ Other: ___________________________________________________________

*NOTE: Always include course, professor’s last name and date of lecture on the first page of notes and in the subject line of emailed notes.

Example: AMH2040 Smith 10-04-12

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