

**Michelle Shaw**

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**Subject:** OSD: Improving the Volunteer Notetaking Program

Dear Students, after reviewing the Volunteer Notetaking Evaluation results for the Spring Semester 2010 I noticed that quite a few people wanted to receive their notes directly after class. This is not always possible due to the volunteer's availability and schedule. I'm always aiming to improve our Volunteer Notetaking Program, so after some thought I came up with an idea that may assist in obtaining the notes sooner. I would like to hear some feedback from everyone to see if my idea would be acceptable.

Boca Campus: My idea is to put an option on the Volunteer Notetaking Form that states:

I want my volunteer notetaker to use NCR paper (*No Carbon Required*). NCR paper is designed to provide an extra set of notes for the user to give to a student with a disability.

This would mean that you would have to know your notetaker and they would need to know you in order to be able to hand you a set of notes after the class has ended. I know for some staying anonymous is important and I do not want to force you to do something that you are not comfortable with, but for some of you this is not a problem and it would give you access to the notes much faster. The OSD can provide the volunteer notetaker with the NCR paper once they have signed up to share their notes and then I would arrange to introduce the volunteer to each of the students wanting to try this method of delivery.

Please response to this email and let me know your thoughts and feelings,  
sincerely Michelle

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