Volunteer Note-taker Position

Accessibility Services is looking for reliable volunteers to serve as note-takers this semester. Volunteer note-takers play an important role in supporting students with disabilities achieve their academic goals. Students who require note-taking services may have difficulties taking notes due to a documented disability or medical condition.

Note-taker responsibilities
- Attend class regularly and take complete notes
- Upload lecture & tutorial notes to the note-taker database within 24 hours of each class
- Complete the online training module
- Notify Accessibility Services if any issues arise (i.e. you missed a lecture, you dropped the course, you have difficulty logging in to the database, etc.)

Benefits of volunteering
- Receive a Co-Curricular Record (CCR) notation
- Develop and enhance your organizational and note-taking skills
- Contribute towards an accessible and inclusive community
- Receive a reference letter upon request

To become a volunteer note-taker
1) Register online using your UTORid: https://aarc.utm.utoronto.ca/Clockwork/user/NotetakingNotetakers/default.aspx

2) Upload a sample of your lecture notes for each course.
   - **Typed notes**: upload your notes directly online
   - **Handwritten notes**: scan and upload your notes at home or use the high-speed scanner in our office (room DV2037). Our office is open Monday to Thursday (10am-12pm, 1pm-4pm) and Friday (10am-12pm, 1pm-3pm)

3) Check your UofT email regularly (you will receive an email notification if your notes are chosen). Only selected note-takers are required to provide notes for every class.

If you have any questions, please stop by room 2037 Davis Building or contact us at 905-828-5422 or accessvolunteers.utm@utoronto.ca
Thank you!