Notetaker Reimbursement Form

Students requiring the services of notetakers are responsible for getting a notetaker for each class. At the beginning of the term, students should meet with their instructors and explain that they will need a notetaker and would like the instructor’s help in identifying a volunteer from the class to provide this service. Once a volunteer has been identified, students receiving the service should fill out the information below and submit the top portion of the form to the Center on Disability and the bottom portion to the notetaker. At the end of the semester, students who served as notetakers should take the bottom slip to the Center on Disability and they will receive a gift certificate to our College Bookstore as reimbursement for their services.

Student: ____________________________   Semester: __________________
J Number: __________________________   Course: __________________
Notetaker: ____________________________
J Number: ____________________________

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The Center on Disability would like to thank you for volunteering to provide notetaking services during the upcoming semester. If you have any questions or need further clarification regarding your role as a notetaker, please call the Center on Disability at: 215-751-8050 or stop by our Office in room M1-22 and we will be happy to assist. Remember: At the end of the semester, you will receive a gift certificate to our College Bookstore in appreciation for your services.

Student Receiving Services: ____________________________
Semester: ____________________________   Course: __________________
Notetaker: ____________________________
Gift Certificate Received: ______ / ______ / ______
Signature: ____________________________