



NOTE TAKING REFERRAL FORM

YOUR NAME	YOUR SIGNATURE	YOUR PHONE NUMBER
NOTE TAKER'S NAME	DATE	NOTE TAKER'S PHONE NUMBER
COURSE DEPARTMENT	COURSE NUMBER	SECTION
		DATE

NOTE TAKER: PLEASE READ THE FOLLOWING

- Within your first week as a note taker, you must report to Accessibility Services with this form and complete the 15-minute hiring process. (Library Complex 2400 for Hayward students, Academic Services Building for Concord students.)
- You will be paid a \$40 stipend per course for sharing your notes with this student. If you are taking notes with two or more students in one course, you will be paid \$60 per course. All payments are processed at the end of each quarter.
- Current student employees of CSUEB are not eligible for the note taker stipend.
- To be paid the note taker stipend, you must have a U.S. Social Security number.
- To share your notes, Accessibility Services provides dual-note paper, which makes carbonless copies of your notes. Alternatively, you may use the Accessibility Services copy machine to photocopy your notes, email them to the student, or upload your notes to our secure Note Taker Portal. Please make arrangements with the student to decide which option would be best for all parties.
- You must not miss more than two class sessions and are responsible for securing a copy of notes for the student for any class sessions that you miss.
- You are not obligated to share notes if the Accessibility Services student does not attend class.
- Inform Accessibility Services immediately if you or the Accessibility Services student drops the class.
- If you do not provide notes for all ten weeks, this stipend will be prorated accordingly.
- Payment is submitted for processing at the end of the quarter after verification of notes provided. You must return a completed *Note Taking Tracking Calendar* to Accessibility Services by the last day of final Exam Week to process payment.