

Notetaker Responsibilities

To receive a Certificate of Volunteer Service or a stipend of \$40/credit hour, notetakers agree to the following when accepting a notetaking assignment:

- Completing the [Notetaker Orientation and Training Quiz](#) within 24 hours of accepting a notetaking assignment.
- Responding to the email from arcnotetaking@uwm.edu asking you to confirm acceptance of your notetaking assignment within 2 days.
- Responding to all emails from the Accessibility Resource Center (ARC). Look for emails from arcnotetaking@uwm.edu or angeloff@uwm.edu.
- Notifying the Accessibility Resource Center if there are any changes in the notetaking arrangement (e.g. you drop the class, services are not needed anymore, etc.) within 2 days of the change. Email angeloff@uwm.edu and arcnotetaking@uwm.edu.
- Providing legible and comprehensive notes for the assigned class in a format accepted by ARConnect.
- Uploading all notes (lecture, discussion, and lab if applicable) within 24 hours of the completion of each class.
- Securing and uploading substitute notes if you miss a class.
- Logging into ARConnect during the last two weeks of the semester to verify that you took notes by electronically signing an invoice. Verification is required for volunteer notetakers to receive the certificate and for paid notetakers to receive payment.

To receive a stipend of \$40/credit hour, paid notetakers also agree to the following when accepting a notetaking assignment:

Emailing the following information to angeloff@uwm.edu within 10 days of accepting an assignment if you **are currently employed by UWM**.

- Current Department
- Supervisor's name, telephone number and email address

Completing all required forms with black ink, signing and dating each form and submitting current documentation to the Accessibility Resource Center

in Mitchell Hall 112 during office hours (M-F between 8:00 am - 4:00 pm) within 10 days of accepting an assignment if you **are not currently employed by UWM**,

- [Authorization for Direct Deposit of Payroll](#)
- [Emergency Contact Information](#)
- [Employee Self-Identification Form](#)
- [Employment Eligibility Verification \(I-9 Form\)*](#)
- [Withholding Allowance Certificate \(W-4 Form\)](#)

Employment Eligibility Verification (I-9 Form)

- Identification Documents: Bring one item in List A or the combination of one item in List B and one item in List C. A list of [acceptable documents](#) is available from the U.S. Citizenship and immigration Services.
- Documentation must be current and original. Expired documentation and photocopies of documentation will not be accepted.
- Payment is processed approximately 8-10 weeks after the semester. Identification should be current for at least 10 weeks after the semester.

