



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2011 - JUNE 30, 2012
Deadline: July 13, 2012**

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS
2012 JUL 16 AM 8 18
THOMAS J. PASTUSZKA
CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Assessor/Recorder/County Clerk
Division/Unit: Assessment Services and Realty Clerical Units

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. of Vol. 5 Hours 665.95 X \$ 21.79 = \$ 14,511.05

Types of work performed by GENERAL VOLUNTEERS in this category:

Clerical Functions: Assisting customers at the public counters and on the phone, processing official documents as requested. Volunteers also perform civil wedding ceremonies.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. of Vol. 0 Hours 0 X \$ 21.79 = \$ 0

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category: N/A

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
_____	_____		_____		0
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
No. of Vol.	Total Hours				Total Value = \$0

Types of work performed by SPECIALIZED VOLUNTEERS in this category: N/A

- d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	5	665.95	\$14,511.05
2b.	_____	_____	_____
2c.	_____	_____	_____
Total Vol.	5	Total Hours 665.95	Total Value = \$ 14,511.05

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: _____ Value: 0
 Item Donated: _____ Value: _____
 Item Donated: _____ Value: _____
 Item Donated: _____ Value: _____
 Item Donated: _____ Value: _____

TOTAL VALUE = \$0

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 40 X Rate 22.76 = \$910.40

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 15 X Rate 24.25 = \$ 363.75

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL OF OTHER PROGRAM COSTS = \$0

d. TOTAL OF VOLUNTEER PROGRAM COST = \$ 1,274.15
 (add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

- a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 14,511.05
- b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 0
- c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) \$ 1,274.15

TOTAL PROGRAM BENEFIT

\$ 13,236.90

6. RECRUITING:

Please describe your recruiting programs:

ARCC recruits also by posting flyers in our branch offices. Inquiries from the County Website are referred to our department.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Mike Kirkeby was recognized on April 4, 2012 as the department's Volunteer of Year.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2012-13:**
Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Continue to provide volunteer opportunities to candidates interested in donating their services to our department.

9. **GENERAL INFORMATION:**

Name of Person Completing Report: Carmen Cordero Phone Number: (619) 531-6149
Mail Stop: A-4 Email: Carmen.Cordero@sdcountry.ca.gov

Volunteer Coordinator: Carmen Cordero Phone Number: (619) 531-6149
Email: Carmen.Cordero@sdcountry.ca.gov

10. **DEPARTMENT CERTIFICATION:**


DEPARTMENT HEAD SIGNATURE

July 11, 2012
DATE