



**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 13 AM 9 12

**1. DEPARTMENT/COURT INFORMATION:**

Department/Court: Auditor and Controller  
Division/Unit: Office of Financial Planning

THOMAS J. PASTUSZKA  
CLERK OF THE BOARD  
OF SUPERVISORS

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Vol.                      Hours    192                      X \$ 21.79    = \$ 4,183.68

Types of work performed by GENERAL VOLUNTEERS in this category:

Assisted project managers in the development and editing of the County's two-year Operational Plan (annual budget) document.

- Proofread and edited department narratives in all five groups (Health and Human Services Agency, Public Safety Group, Land Use and Environmental Group, Community Services Group, and Finance and General Group), for clarity and consistency.
- Verified budget changes described in department narratives compared to budget/financial reports.
- Researched demographic and economic data for inclusion in the Operational Plan.
- Created and edited charts and graphs in Microsoft Excel for demographic and economic data.
- Updated and edited the Excellence in Governing section of the Operational Plan which reports on awards and recognition received by the County.

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

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

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

- 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.)

Position                                      Hours X VCL                      =                      Dollar Benefit

No. of Vol.                      Total Hours                      Total Value = \$

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	<u>1</u>	<u>192</u>	<u>\$4,183.68</u>
2b.	<u>          </u>	<u>          </u>	<u>          </u>
2c.	<u>          </u>	<u>          </u>	<u>          </u>
<b>Total Vol.</b>	<b><u>1</u></b>	<b>Total Hours <u>192</u></b>	<b>Total Value = <u>\$ 4,183.68</u></b>

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: \_\_\_\_\_  
 Item Donated: \_\_\_\_\_ Value: \_\_\_\_\_

TOTAL VALUE = \$

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 19 X Rate \$48.26 = \$ 916.94

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 \_\_\_\_\_ X Rate \_\_\_\_\_ = \$

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

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

TOTAL OF OTHER PROGRAM COSTS=

\$

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

\$

**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 4,183.68

b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ -0-

c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) \$ -916.94

**TOTAL PROGRAM BENEFIT**

**\$ 3,266.74**

**6. RECRUITING:**

Please describe your recruiting programs:

**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:

**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:

**9. GENERAL INFORMATION:**

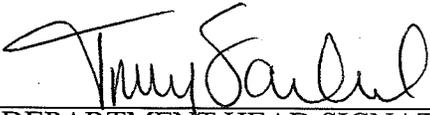
Name of Person Completing Report: Susan Budzien

Phone Number: 619 531 5121 Mail Stop: A68 E-Mail: susan.budzien@sdcounty.ca.gov

Volunteer Coordinator: Susan Budzien

Phone Number: \_\_\_\_\_ Mail Stop: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**10. DEPARTMENT CERTIFICATION:**

  
\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

7/10/12  
\_\_\_\_\_  
DATE