



**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 24 PM 2 52  
THOMAS J. PONTUSZKA  
CLERK OF THE BOARD  
OF SUPERVISORS

**1. DEPARTMENT/COURT INFORMATION:**

Department/Court: Department of Child Support Services  
Division/Unit: Legal Services Division

**2. VOLUNTEER PROGRAM BENEFITS:**

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

Fall 2011	No. of Vol.	5	Hours	80/week for 12 weeks	X	\$ 21.79	=	\$20,918.40
Spring 2012	No. of Vol.	6*	Hours	103/week for 12 weeks	X	\$ 21.79	=	\$26,932.44

\*NOTE: Includes two Fall 2011 student interns who returned for Spring 2012.

Types of work performed by GENERAL VOLUNTEERS in this category:

- Phone calls to attorneys/parties
- Correspondence with attorneys/parties
- Preparation of ex parte applications
- Drafting stipulations to revoke and reinstate prior to hearing date
- Observe meet and confer and court process.
- Issue spotting/reviewing motions for responses
- Writing responses
- Drafting/filing NOM in opposition to claim of exemption
- Drafting/filing petitions to revoke probation
- Drafting/filing motions for calendar attorneys as needed
- Research/memos
- Points and authorities
- Discovery request
- Writing/filing trial briefs
- Case briefs for new case law
- Assist with appellate review preparation, as needed
- Assist with Stand Down

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

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



**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).

Fall 2011	Hours	12/week for	X	Rate	\$56.25	=	<input type="text" value="\$8,100.00"/>
		12 weeks					

Spring 2011	Hours	12/week for	X	Rate	\$56.25	=	<input type="text" value="\$8,100.00"/>
		12 weeks					

- 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.

Fall 2011	Hours	20 total over	X	Rate	\$56.25	=	<input type="text" value="\$1,125.00"/>
		12 weeks					

Spring 2011	Hours	20 total over	X	Rate	\$56.25	=	<input type="text" value="\$1,125.00"/>
		12 weeks					

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

<u>Item</u>	<u>Cost</u>
N/A	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL OF OTHER PROGRAM COSTS=	<input type="text" value="\$0"/>
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d. TOTAL OF VOLUNTEER PROGRAM COST = (add 4a, 4b, and 4c)	<input type="text" value="\$18,450.00"/>
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**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

- |  |                    |
|--|--------------------|
| a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)       | <u>\$47,850.84</u> |
| b. Total of Donations to Volunteer Program, Item 3 (Page 2)    | <u>\$ _____</u>    |
| c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) | <u>\$18,450.00</u> |

<b>TOTAL PROGRAM BENEFIT</b>	<input type="text" value="\$29,400.84"/>
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**6. RECRUITING:**

Please describe your recruiting programs:

Advertised at local and other law schools and on county websites, received referrals from past interns and law professor, interviewed applicants.

**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:

Stand Down preparation by reviewing application referrals, generating Notice of Motions for filing, and participating on day of event.

**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 recruiting and utilizing interns for semester and summer programs to assist legal in performing duties.

**9. GENERAL INFORMATION:**

Name of Person Completing Report: Robert D. Harris

Phone Number: (619) 578-6310 Mail Stop:      E-Mail: Robert.Harris@sdcounty.ca.gov

Volunteer Coordinator: Rebecca Rider

Phone Number: (619) 578-6537 Mail Stop:      E-Mail: Rebecca.Rider@sdcounty.ca.gov

**10. DEPARTMENT CERTIFICATION:**

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

7/19/2012  
\_\_\_\_\_  
DATE