



**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 11 PM 3 09

1. DEPARTMENT/COURT INFORMATION:

THOMAS J. PACTUSZKA
CLERK OF THE BOARD
OF SUPERVISORS

Department/Court: Office of Emergency Services
Division/Unit: _____

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Vol. 22 Hours 4,423.75 X \$21.79 = \$ 96,393.51

Types of work performed by GENERAL VOLUNTEERS in this category:

Please see attached description

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- 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.)

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____

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.	_____	_____	_____
2b.	_____	_____	_____
2c.	_____	_____	_____
Total Vol.	<u>22</u>	Total Hours <u>4423.75</u>	Total Value = <u>\$ 96,393⁵¹</u>

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.

2/week

Hours _____ X Rate _____ = \$ 4992

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.

3/week

Hours _____ X Rate _____ = \$ 4680

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 = \$ 9672
 (add 4a, 4b, and 4c)

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

- a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 96,393⁵¹
- b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ _____
- c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) \$ 9672

TOTAL PROGRAM BENEFIT

\$ 86,721⁵¹

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:

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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:

please see attached

9. **GENERAL INFORMATION:**

Name of Person Completing Report: Stephen Rea
Phone Number: ⁸⁵⁸ 715 2202 Mail Stop: 0-25 E-Mail: Stephen.Rea@SDCounty.ca.gov
Volunteer Coordinator: Leslie Luke
Phone Number: ⁸⁵⁸ 715-2340 Mail Stop: 0-25 E-Mail: Leslie.Luke@SDCounty.ca.gov

10. **DEPARTMENT CERTIFICATION:**


DEPARTMENT HEAD SIGNATURE

7/11/12
DATE

Volunteer Report Form

Attachment

2a.

General Volunteers work on a variety of tasks including managing the front desk which involves answering the phones, collecting and distributing mail. Organizing schedule of meeting rooms, organizing schedules of student interns and organizing the calendar of public information events (booths, and presentations). General Volunteers work on special assignments which can include a multitude of tasks. Examples would be researching merchants who sell sandbags (or other emergency supplies) and creating a list, writing and editing a response plan for the county to use during an emergency, maintaining up to date phone tree lists for use in emergencies and helping with the coordination of outreach events. General Volunteers attend public information booths which usually involves time spent education to the public about AlertSanDiego, emergency plans and handing out important information. General Volunteers participate in activations of the EOC when needed.

6.

Recruiting is generally by word of mouth. Most General Volunteers are from San Diego State University majoring in Criminal Justice, Homeland Security, or International Security and Conflict Resolution. General Volunteers have also represented the University of San Diego, and High-Tech High School.

7.

Volunteer achievements are celebrated internally and once per year at the Christmas off-site meeting. Many of our volunteers continue on to permanent positions in federal, state or local government or in the private sector.

8.

Our goal for the coming year is to continue recruiting volunteers at the same level, help them gain experience in local government public safety, and to assist them, when possible, to find permanent careers.