



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
 JUL 30 PM 5 01

THOMAS J. TATE
 CLERK OF THE BOARD
 OF SUPERVISORS

1. DEPARTMENT/COURT INFORMATION:

Department/Court: HHSA / Behavioral Health Services
 Division/Unit: East County Mental Health Clinic - Clerical

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Vol.	1	Hours	190	x	\$21.79	=	4140.10
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Types of work performed by GENERAL VOLUNTEERS in this category:

Medical records, clerical, reception, filing, scheduling, answering phones, photocopies, brochures, preparing charts, creating new patient packets, pulling charts, preparing records for shipment, general office duties.

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

No. of Vol.		Hours		x	\$21.79	=	\$0.00
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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>	
_____	_____		_____		\$0.00	
_____	_____		_____		\$0.00	
_____	_____		_____		\$0.00	
_____	_____		_____		\$0.00	
_____	_____		_____		\$0.00	
No. of Vol.					0	Total Value = \$0.00

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.	_____ 1	_____ 190	_____ \$4,140.10
2b.	_____	_____	_____
2c.	_____	_____	_____
Total Vol.		1	Hours 190 Total Value = \$4,140.10

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: _____

TOTAL VALUE = \$0.00

4. VOLUNTEER PROGRAM COSTS:

a. Cost of supervision of volunteers (total hours of direct supervision multiplied by the hourly rate of staff person (s) directly supervising program volunteers.)

Hours **10** X Rate **\$18.94** = **\$189.40**

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

Hours **1** X Rate **\$18.94** = **\$18.94**

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

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

TOTAL OF OTHER PROGRAM COSTS = **\$0.00**

d. TOTAL OF VOLUNTEER PROGRAM COST = **\$208.34**
(add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$4,140.10</u>
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	<u>\$0.00</u>
c. Subtract Total of Program Costs, Item 4d (Page 3)	<u>\$208.34</u>

TOTAL PROGRAM BENEFIT

3931.76

6. RECRUITING:

Please describe your recruiting programs:

I have a Memorandum of Agreement with Concord Career College, Newbridge Career College, and UEI. Human Resources also refers volunteer inquiries from the community to me.

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:

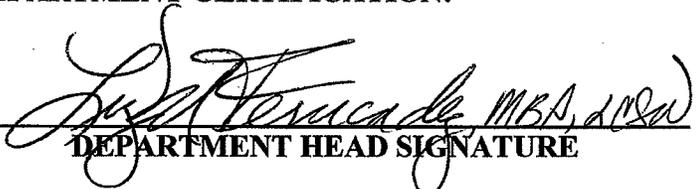
Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

The front office is able to use 1 volunteer 10-30 hours per week to answer phones, greet patients, and perform clerical duties. These volunteers are coached on the job in customer service, phone etiquette, computer application, general office procedures, and collaborative team effort. They have proven very helpful in supporting the front office and medical records. Special projects such as Low Income Health Program (LIHP) could greatly benefit from a volunteer to assist with tracking and filing.

9. GENERAL INFORMATION:

Name of person completing report: Aimee Eskridge
Phone: 619-401-5518 Mail Stop: S515 E-Mail: aimee.eskridge@sdcounty.ca.gov
Volunteer Coordinator: Aimee Eskridge
Phone: 619-401-5518 Mail Stop: S515 E-Mail: aimee.eskridge@sdcounty.ca.gov

10. DEPARTMENT CERTIFICATION:

 DEPARTMENT HEAD SIGNATURE 7/20/12 DATE