



**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2013 - JUNE 30, 2014**  
Deadline: July 18, 2014

COUNTY OF SAN DIEGO

2014 JUL 22 PM 7 27

CLERK OF THE BOARD  
OF SUPERVISORS

**1. DEPARTMENT INFORMATION:**

Department: Office of Emergency Services  
Division/Unit: N/A

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Vol.	26	Hours	3622.5	X	\$22.55	=	\$81,687.38
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Types of work performed by GENERAL VOLUNTEERS in this category:

Volunteers at the Office of Emergency Services, under staff supervision and guidance, generally assist in researching and updating disaster plans, developing and implementing public outreach campaigns to build public disaster preparedness, and/or supporting staff on their specific projects. Work often involves development and practice of research, writing, analysis, communications, and customer service skills in a government office environment. Volunteers also regularly participate in trainings and exercises to build their experience and to gain more perspective of the different stakeholders and careers in the emergency management field.

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

No. of Vol.		Hours		X	\$22.55	=	\$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

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00

<b>No. of Vol.</b>		<b>Total Hours</b>	0	<b>Total Value =</b>	<b>\$0.00</b>
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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.	26	3622.5	<b>\$81,687.38</b>
2b.	_____	_____	_____
2c.	_____	_____	_____
<b>Total Vol.</b>	<b>26</b>	<b>Hours 3,623</b>	<b>Total Value = \$81,687.38</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 = \$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 **24** X Rate **\$31.35** = **\$752.40**

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 \_\_\_\_\_ X Rate \_\_\_\_\_ = **\$0.00**

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

<u>Item</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____
<b>TOTAL OF OTHER PROGRAM COSTS</b>	<b>\$0.00</b>

d. **TOTAL OF VOLUNTEER PROGRAM COST = \$752.40**  
 (add 4a, 4b, and 4c)

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

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$81,687.38</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>\$752.40</u>

**TOTAL PROGRAM BENEFIT**

<b>\$80,934.98</b>
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**6. RECRUITING:**

Please describe your recruiting programs:

Due to history of internship program at the Office of Emergency Services, there is a long standing relationship with many of the intern coordinators at area colleges and universities, which generally provides sufficient numbers of interns. Additionally, current senior interns usually speak at "intern fairs" to recruit future interns into the program.

**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:

Volunteers provided administrative support in the Emergency Operations Center during the May 2014 Fires, allowing staff to focus on more complex and/or specialized tasks. Additionally our office has also been working to develop a more formal training regime to expose interns to more advanced aspects of emergency management, building their skills and resumés.

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2014-15:**

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

Continue to implement the new training regime as well as evaluate its effectiveness and adjust as necessary. Continue to align, when possible and appropriate, volunteers' skills and interests with staff projects needing support. Incorporate students into regional trainings and exercises to further build their experience. Maintain volunteer staffing level in conjunction with amount of support needed.

**9. GENERAL INFORMATION:**

Name of person completing report: Bennett Cummings  
Phone: 858-565-5594 Mail Stop: O-25 E-Mail: Bennett.cummings@sdcc  
Volunteer Coordinator: Bennett Cummings  
Phone: 858-565-5594 Mail Stop: O-25 E-Mail: Bennett.cummings@sdcc

**10. DEPARTMENT CERTIFICATION:**

 7/18/14  
DEPARTMENT HEAD SIGNATURE DATE

