

2013 JUL 12 PM 4 33



**COUNTY OF SAN DIEGO**  
**VOLUNTEER REPORT FORM** DONALD J. PASTUSZKA  
**PERIOD JULY 1, 2012 - JUNE 30, 2013** OF THE BOARD  
**Deadline: July 12, 2013** OF SUPERVISORS

**1. DEPARTMENT INFORMATION:**

Department: Probation  
Division/Unit: Administrative Services-Volunteer Program

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Vol.	691	17,881.5	X	\$22.14	=	\$395,896.00
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Types of work performed by GENERAL VOLUNTEERS in this category:

Case Aide, Assisting with defendant and victim interviews, preparing victim letters, Phone contact with probationers, families and victims, Computer work: data entry, PCMS functions; record retrievals, case filing, drug testing, follow up with community resources, mentor, tutor, research/special projects.

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

No. of Vol.		Hours	X	\$22.14	=	\$0.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

N/A

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>	<b>0</b>	<b>Total Value</b>	<b>=</b>	<b>\$0.00</b>

Types of work performed by SPECIALIZED VOLUNTEERS in this category:  
N/A

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	691	17,882	\$395,896.00
2b.	_____	_____	_____
2c.	_____	_____	_____
<b>Total Vol.</b>	<b>691</b>	<b>Hours 17,882</b>	<b>Total Value = \$395,896.00</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: NA	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 **5,364** X Rate **\$32.22** = **\$172,828.08**

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 **2,080** X Rate **\$23.60** = **\$49,088.00**

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

<u>Item</u>	<u>Cost</u>
computer acces, email accts, etc.	\$13,200.00
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL OF OTHER PROGRAM COSTS = \$13,200.00**

**d. TOTAL OF VOLUNTEER PROGRAM COST = \$235,116.08**  
(add 4a, 4b, and 4c)

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

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$395,896.00</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>\$235,116.08</u>

**TOTAL PROGRAM BENEFIT**

<b>\$160,779.92</b>
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**6. RECRUITING:**

Please describe your recruiting programs:

Recruiting consists of information on the Probation Website, referrals by University and Community College Internship advisors as well as referrals from staff and current and former volunteers.

**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:

N/A

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2013-14:**

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

Update Probation Website, raise the number of volunteers/interns, revise volunteer manual, revive RDPO Program, utilize NeoGov for prospective VIP applicants

**9. GENERAL INFORMATION:**

Name of person completing report: Veronica Velez  
Phone: (858)514-3123 Mail Stop: P-232 E-Mail: Veronica.Velez@sdcounty.gov  
Volunteer Coordinator: Same as above  
Phone: \_\_\_\_\_ Mail Stop: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**10. DEPARTMENT CERTIFICATION:**

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

7/12/13  
\_\_\_\_\_  
DATE

