



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

1. DEPARTMENT INFORMATION:

Department: Clerk of the Board
 Division/Unit: Public Services

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Vol.	2	Hours	140	X	\$22.55	=	\$3,157.00
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Types of work performed by GENERAL VOLUNTEERS in this category:

In the Public Services Program, two volunteers, namely Katherine Ilagan and Ramon Sandaval donated a total of 140 hours.

Katherine donated 100 hours, assisted members of the public, took photos for passport customers, and performed other clerical tasks such as filing and assisting with mailing notifications to members appointed to various Citizenship Advisory Boards. She also took the initiative to learn how to use the new portable passport camera and printer and became the go-to-person to assist others in operating the new camera. She was recognized at the April 2014 Annual Volunteer Recognition Event.

Ramone Sandoval donated 40 hours, took photos for passport customers, and assisted members of the public at the counter.

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
No. of Vol.	Total Hours	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.	_____ 2	_____ 140	_____ \$3,157.00
2b.	_____	_____	_____
2c.	_____	_____	_____
Total Vol.	2	Hours 140	Total Value = \$3,157.00

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 X Rate = **\$0.00**

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>
_____	_____
_____	_____
_____	_____
_____	_____

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

d. TOTAL OF VOLUNTEER PROGRAM COST = **\$0.00**
(add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$3,157.00</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>\$0.00</u>

TOTAL PROGRAM BENEFIT

\$3,157.00

6. RECRUITING:

Please describe your recruiting programs:

The Clerk of the Board promotes the County Volunter Program through the Clerk of the Board web site, County Television Network (CTN), brochure distribution and participation of events. The Clerk of the Board promotes volunteerism in Countywide community event during the "Live It Up" in Vista. The Clerk of the Board uses forums such as California Clerks of the Board of Supervisors Association, California State Association of Counties, Hansen Summer Institute on Leadership to promote voluteerism.

Volunteers Katherine Ilagan and Roman Sandoval found opportunities through the Clerk of the Board website and through the active work of the department volunteer coordinator, Josyl Wong.

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:

The department joined the CAO in creating a Countywide DVD to promote volunteerism. This DVD was played during 2014 Annual Volunteer Event to highlight volunteer oppourtunities throughout the County. The 2014 Annual Volunteer Event honored 32 volunteers from 19 departments. The Clerk of the Board has continued to collaborate with Department of Human Resources in updating the Volunteer Sharepoint to provide e-resources on the Intranet to assist Volunteer Coordinators with helpful materials including minutes of the Quarterly Coordinators' meetings, forms and helpful tips.

The Department responded to inquires through the telephone and in person from the public interested in volunteering by providing referrals and showing them resources on volunteering. Quarterly meetings were conducted using speakers with extensive experience and knowledge in this area to create a forum for exchange of ideas among coordinators. The Clerk of the Board facilitated volunteer of the month program and the annual Countywide Volunteer Event. Honorees were recognized during the Board of Supervisors meetings.

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:

- Serve as resource to Volunteer Coordinators
- Conduct Quarterly Volunteer Meetings
- Provide monthly and annual recognition events
- Serve as a resource to volunteers seeking placement
- Seek speakers with expertise to address coordinators
- Provide training to volunteer coordinators

9:

Name of person completing report:	<u>Grace Andoh</u>		
Phone: <u>(619) 531-5616</u>	Mail Stop: <u>A-45</u>	E-Mail:	<u>Grace.Andoh@sdcounty</u>
Volunteer Coordinator:	<u>Josyl Wong</u>		
Phone: <u>(619) 531-5430</u>	Mail Stop: <u>A-45</u>	E-Mail:	<u>Josyl.Wong@sdcounty.c</u>

10. DEPARTMENT CERTIFICATION:

<u>Thomas J. P...</u>	<u>7.24.14</u>
DEPARTMENT HEAD SIGNATURE	DATE