



**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2014 - JUNE 30, 2015  
Deadline: July 17, 2015**

**COUNTY OF SAN DIEGO  
2015 JUL - 7 AM 8: 54  
CLERK OF THE BOARD  
OF SUPERVISORS**

**1. DEPARTMENT INFORMATION:**

Department: Office of County Counsel  
Division/Unit: FG3, Business Unit A-1390

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Vol. 11                      Hours 2,670                      X \$ 23.07                      = \$61,596.90

Types of work performed by GENERAL VOLUNTEERS in this category:

Legal clerical, research, drafting simple documents.

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

No. of Vol.                      Hours                      X \$ 23.07                      = \$ N/A

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 = \$N/A

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.	<u>11</u>	<u>2,670</u>	<u>61,596.90</u>
2b.	_____	_____	_____
2c.	_____	_____	_____
<b>Total Vol.</b>	<b><u>11</u></b>	<b>Total Hours <u>2,670</u></b>	<b>Total Value = <u>\$ 61,596.90</u></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 = \$N/A
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**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.

Hours 240 X Rate 82.20 = 

\$19,728.00
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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.

Hours 12 X Rate 35.90 = 

\$ 430.80
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c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

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

TOTAL OF OTHER PROGRAM COSTS= 

\$ 200.00
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d. TOTAL OF VOLUNTEER PROGRAM COST = 

\$ 20,358.80
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 (add 4a, 4b, and 4c)

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

- a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)                   \$ 61,596.90
- b. Total of Donations to Volunteer Program, Item 3 (Page 2)           \$ -0-
- c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3)       \$ 20,358.80

**TOTAL PROGRAM BENEFIT**

\$ 41,238.10

**6. RECRUITING:**

Please describe your recruiting programs:  
Volunteers usually establish contact with us first. Many volunteers are referred by former volunteers, by local law schools and by current and former employees. Others contact us to obtain experience working in the public sector.

**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 2015-16:**

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

We expect to continue bringing 1-2 law school interns onboard each school semester and during the summer. We also expect to continue utilizing attorney and clerical volunteers on a needs basis.

**9. GENERAL INFORMATION:**

Name of Person Completing Report: Nancy Lahti

Phone Number: 619-531-4859 Mail Stop: A12 E-Mail: nancy.lahti@sdcounty.ca.gov

Volunteer Coordinator: Nancy Lahti

Phone Number: same Mail Stop: same E-Mail: same

**10. DEPARTMENT CERTIFICATION:**

  
DEPARTMENT HEAD SIGNATURE

7/2/15  
DATE