



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2015 - JUNE 30, 2016
Deadline: July 15, 2016**

COUNTY OF SAN DIEGO
2016 JUL -7 AM 9:08
CLERK 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.	6 Hours	2,040	X	\$23.56	=	\$48,062.40
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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.	0 Hours	0	X	\$23.56	=	\$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>
Sr Deputy County Counsel	520		\$79.27		\$41,220.40
Deputy County Counsel	840		\$35.04		\$29,433.60
					\$0.00
					\$0.00
					\$0.00
No. of Vol.	2	Total Hours	1,360	Total Value =	\$70,654.00

Types of work performed by SPECIALIZED VOLUNTEERS in this category:
Attorney level legal work.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	6	2040	\$48,062.40
2b.	0	0	\$0.00
2c.	2	1,360	\$70,654.00
Total Vol.	8	Hours	3,400
		Total Value =	\$118,716.40

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: N/A 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 **139** X Rate **\$80.36** = **\$11,170.00**

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 **12** X Rate **\$38.45** = **\$461.00**

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

<u>Item</u>	<u>Cost</u>
supplies	\$200.00

TOTAL OF OTHER PROGRAM COSTS = \$200.00

d. TOTAL OF VOLUNTEER PROGRAM COST = \$11,831.00
 (add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) **\$118,716.40**
 b. Total of Donations to Volunteer Program, Item 3 (Page 2) **\$0.00**
 c. Subtract Total of Program Costs, Item 4d (Page 3) **\$11,831.00**

TOTAL PROGRAM BENEFIT

\$106,885.40

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 2016-17:**

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

We expect to continue bringing new groups of two law school interns on board 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: 631-531-4859 Mail Stop: A12 E-Mail: nancy.lahti@sdcounty.ca
Volunteer Coordinator: Same as above
Phone: same as above Mail Stop: same as above E-Mail: same as above

10. **DEPARTMENT CERTIFICATION:**



DEPARTMENT HEAD SIGNATURE

7-5-16
DATE