



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

COUNTY OF SAN DIEGO
2016 JUL 15 PM 2:04
CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT INFORMATION:

Department: HHSA
Division/Unit: South Region

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Vol.	18 Hours	2985.6	X	\$23.56	=	\$70,340.74
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Types of work performed by GENERAL VOLUNTEERS in this category:

Under immediate supervision, volunteers perform routine clerical duties including a wide variety of clerical/administrative support tasks such as reception, file clerk, and record keeping assignments.

Family Resource Center: Customer service, filing, answering telephones, copying, faxing, scanning, shredding, reception, mail distribution, purging files.

Public Health Center: Reception, customer service, data entry, medical records retention, registration

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

No. of Vol.	Hours		X	\$23.56	=	\$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 below.)

<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.	18	2985.6	\$70,340.74
2b.	0	0	\$0.00
2c.	0	0	\$0.00
Total Vol.	18 Hours	2,986	Total Value = \$70,340.74

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	290	X	Rate	\$17.81	=	\$5,164.90
Hours	139	X	Rate	\$19.84	=	\$2,757.76
Hours	25	X	Rate	\$31.19	=	\$779.75
Hours	40	X	Rate	\$31.69	=	\$1,267.60

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	78.8	X	Rate	\$21.13	=	\$1,665.04
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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	\$0.00

d. TOTAL OF VOLUNTEER PROGRAM COST (add 4a, 4b, and 4c)	\$11,635.05
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5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	\$70,340.74
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	\$0.00
c. Subtract Total of Program Costs, Item 4d (Page 3)	\$11,635.05
TOTAL PROGRAM BENEFIT	\$58,705.69

6. RECRUITING:

Please describe your recruiting programs:

Volunteers are obtained by collaborating with in-house Welfare to Work Program Coordinators. Information for volunteering with South Region is also distributed at public events. Prospective volunteers are encouraged to provide participants that possess experience with our County programs. However, inexperienced volunteers are also encouraged to participate in the program to gain valuable knowledge/experience that may assist them with securing employment. The County of San Diego website provides information on how to contact South Region Volunteer Coordinator as well as other Volunteer coordinators throughout the County.

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 have been integral in providing administrative and clerical support to Eligibility and Public Health operations. Several volunteers were involved with the success of our Let's Connect events, providing assistance with the preparation of the event as well as during the event. During the fiscal year, there have been volunteers that have secured permanent positions within and outside of the County of San Diego Health and Human Services Agency. One of our volunteers was recognized as Volunteer of the Year representing both Central and South Regions.

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:

Our goal is to continue to reach out to the community to encourage students and adults to gain work experience through the HHS South Region Volunteer Program. We would like to increase our volunteers to 8 by working with the Welfare to Work Program and through outreach and community events. We will continue to keep volunteers notified of job openings with the County of San Diego.

9. GENERAL INFORMATION:

Name of person completing report: Ebony R. Post
Phone: (619) 409-3303 Mail Stop: P-504 E-Mail: ebony.post@sdcounty.ca.gov
Volunteer Coordinator: Ebony R. Post
Phone: (619) 409-3303 Mail Stop: P-504 E-Mail: ebony.post@sdcounty.ca.gov

10. DEPARTMENT CERTIFICATION:



BARBARA JIMÉNEZ
DIRECTOR, CENTRAL & SOUTH REGIONS

7/15/14
DATE