



**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2016 - JUNE 30, 2017  
Deadline: July 14, 2017**

**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.	4	Hours	268	X	\$24.14	=	\$6,469.52
-------------	---	-------	-----	---	---------	---	------------

Types of work performed by GENERAL VOLUNTEERS in this category:

In the Public Services Program, four volunteers, namely Nora Garcia, Ethel Dimarucut, Eun Sook Son and Thea Tran donated a total of 268 hours. Nora donated 31.5 hours, Teah Tran donated 32.1 hours and both assisted member of the public with passport photos. Ethel donated 153.7 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 learned how to use the new implemented Qmatic system. She was recognized at the April 2017 Annual Volunteer Recognition Event. Eun donated 47 hours, took photos for passport customers, and assisted members of the public at the counter. She was also recognized at the April 2017 Annual Volunteer Recognition Event.

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

No. of Vol.		Hours		X	\$24.14	=	\$0.00
-------------	--	-------	--	---	---------	---	--------

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.	4	268	\$6,469.52
2b.	0	0	\$0.00
2c.	0	0	\$0.00

<b>Total Vol.</b>	<b>4</b>	<b>Hours</b>	<b>268</b>	<b>Total Value =</b>	<b>\$6,469.52</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: _____
Item Donated: _____	Value: _____
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  X Rate  =

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  =

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

<u>Item</u>		<u>Cost</u>
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
TOTAL OF OTHER PROGRAM COSTS		= <span style="float: right;">\$0.00</span>

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

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

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$6,469.52</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**

<b>\$6,469.52</b>
-------------------

**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 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.

The volunteers found oppourtunities through the Clerk of the Board website.

**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 2017 Annual Volunteer Event to highlight volunteer opportunities throughout the County. The 2017 Annual Volunteer Event honored 25 volunteers from 15 departments. The Clerk of the Board has continued to collaborate with Department of Human Resources and Community Services Group in updating the Volunteer SharePoint and new Volunteer website 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

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2017-18:**

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. GENERAL INFORMATION:**

Name of person completing report: Cathy Santos  
Phone: 619-531-4966 Mail Stop: A-45 E-Mail: [catherine.santos@sdcou](mailto:catherine.santos@sdcou)  
Volunteer Coordinator: Same as above  
Phone: \_\_\_\_\_ Mail Stop: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**10. DEPARTMENT CERTIFICATION:**

 7/03/17  
**DEPARTMENT HEAD SIGNATURE** **DATE**