



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

COUNTY OF SAN DIEGO  
2017 JUL -6 PM 3:08  
CLERK OF THE BOARD  
OF SUPERVISORS

**1. DEPARTMENT INFORMATION:**

Department: Office of County Counsel  
Division/Unit: \_\_\_\_\_

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Vol.	9 Hours	3,703	X	\$24.14	=	\$89,390.42
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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	\$24.14	=	\$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
<b>No. of Vol.</b>	<b>0</b>	<b>Total Hours</b>	<b>0</b>	<b>Total Value =</b>	<b>\$0.00</b>

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>9</u>	<u>3703</u>	<u>\$89,390.42</u>
2b.	<u>0</u>	<u>0</u>	<u>\$0.00</u>
2c.	<u>0</u>	<u>0</u>	<u>\$0.00</u>
<b>Total Vol.</b>	<b>9</b>	<b>Hours 3,703</b>	<b>Total Value = \$89,390.42</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 **136** X Rate **\$77.06** = **\$10,480.16**

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 **\$41.18** = **\$494.16**

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 = **\$10,974.32**  
(add 4a, 4b, and 4c)

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

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$89,390.42</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>\$10,974.32</u>

**TOTAL PROGRAM BENEFIT**

**\$78,416.10**

**6. RECRUITING:**

Please describe your recruiting programs:

This past fiscal year, all of our volunteers were unpaid interns attending or recently graduated from law school. They usually establish direct contact with us first, via referral from local law schools, former volunteers, current and former employees. Some interns receive law school course credit for volunteering with us.

**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 2017-18:**

We expect to continue bringing in one or two law school students as volunteer interns during each school semester and during the summer.

**9. GENERAL INFORMATION:**

Name of person completing report: Nancy Lahti  
Phone: 619-531-4859 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 7-5-17  
DATE