



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

COUNTY OF SAN DIEGO  
2017 JUL 20 PM 12: 26  
CLERK OF THE BOARD  
OF SUPERVISORS

**1. DEPARTMENT INFORMATION:**

Department: HHSA  
Division/Unit: Central Region

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Vol.	3	Hours	936.7	X	\$24.14	=	\$22,611.94
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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, compiling benefit form application packets, assist with community outreach events.

**Public Health Center:** Reception, customer service, data entry, medical records retention, registration, assist with community outreach events.

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

No. of Vol.		Hours		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 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
<b>No. of Vol.</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.	3	936.7	\$22,611.94
2b.	0	0	\$0.00
2c.	0	0	\$0.00
<b>Total Vol.</b>	<b>3</b>	<b>Hours 937</b>	<b>Total Value = \$22,611.94</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	41	X	Rate	\$37.38	=	\$1,532.58
Hours	21.5	X	Rate	\$19.08	=	\$410.22
Hours	10	X	Rate	\$49.00	=	\$490.00
Hours		X	Rate		=	\$0.00

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	13.4	X	Rate	\$19.34	=	\$259.16
Hours		X	Rate		=	\$0.00

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

<u>Item</u>	<u>Cost</u>
TOTAL OF OTHER PROGRAM COSTS	<b>\$0.00</b>

d. TOTAL OF VOLUNTEER PROGRAM COST = **\$2,691.96**  
(add 4a, 4b, and 4c)

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

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<b>\$22,611.94</b>
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	<b>\$0.00</b>
c. Subtract Total of Program Costs, Item 4d (Page 3)	<b>\$2,691.96</b>
<b>TOTAL PROGRAM BENEFIT</b>	<b>\$19,919.98</b>

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**6. RECRUITING:**

Please describe your recruiting programs:

Information for volunteering with Central Region is distributed at community outreach events such as the Let's Connect Expo and Grandparents Raising Grandchildren. Prospective volunteers may also visit the County of San Diego Volunteer website which provides a link to the Central Region page. Volunteers are encouraged to invite their friends and family to apply for volunteer positions as it is a valuable tool in gaining employment within the County of San Diego, other government employers, or in the public sector. We also offer recruiting through our Community Health Promotions team which assists students looking for volunteer service to obtain their degree.

**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 Expo events. One of our volunteers was recognized as Volunteer of the Year representing both Central and South Regions.

**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:

Our goal is to continue to reach out to the community to encourage those who may not have established work experience to volunteer with our program to gain better knowledge of prioritizing tasks, office etiquette, and work relationships. We will continue to encourage the current volunteers to apply for positions within the County of San Diego, and work with them in their attempts to gain employment. We would like to increase our volunteers to 5 by continuing our efforts with community outreach events.

**9. GENERAL INFORMATION:**

Name of person completing report:	<u>Sarah Alvarado</u>		
Phone: <u>619-338-2888</u>	Mail Stop: <u>W-408</u>	E-Mail:	<u><a href="mailto:Sarah.alvarado@sdcounty.ca.gov">Sarah.alvarado@sdcounty.ca.gov</a></u>
Volunteer Coordinator:	<u>Sarah Alvarado</u>		
Phone: <u>619-338-2888</u>	Mail Stop: <u>W-408</u>	E-Mail:	<u><a href="mailto:Sarah.alvarado@sdcounty.ca.gov">Sarah.alvarado@sdcounty.ca.gov</a></u>

**10. DEPARTMENT CERTIFICATION:**

  
\_\_\_\_\_  
**Barbara Jimenez, MPH**  
Director, Central & South Regions

7/14/17  
DATE