



**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2017 - JUNE 30, 2018  
Deadline: July 13, 2018**

**1. DEPARTMENT INFORMATION:**

**Department:** Department of Child Support Services  
**Division/Unit:** Legal Services Division

**2. VOLUNTEER PROGRAM BENEFITS:**

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

<b>No. of Vol.</b>	<b>7</b>	<b>Hours</b>	<b>1,215</b>	<b>X</b>	<b>\$24.69</b>	<b>=</b>	<b>\$29,998.35</b>
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**Types of work performed by GENERAL VOLUNTEERS in this category:**

- Phone calls to attorneys/parties
- Correspondence with attorneys/parties
- Preparation of ex parte applications
- Drafting stipulations to revoke and reinstate prior to hearing date
- Observe meet and confer and court process.
- Issue spotting/reviewing motions for responses
- Writing responses
- Drafting/filing NOM in opposition to claim of exemption
- Drafting/filing petitions to revoke probation
- Drafting/filing motions for calendar attorneys as needed
- Research/memos
- Points and authorities
- Discovery requests
- Drafting/filing trial briefs
- Case briefs for new case law
- Assist with appellate review preparation, as needed
- Assist with DCSS Court at Stand Down event for Homeless Veterans

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

<b>No. of Vol.</b>	<b>0</b>	<b>Hours</b>	<b>0</b>	<b>X</b>	<b>\$24.69</b>	<b>=</b>	<b>\$0.00</b>
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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 below.)

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
N/A					\$0.00
<b>No. of Vol.</b>		<b>0</b>	<b>Total Hours</b>	<b>0</b>	<b>Total Value = \$0.00</b>

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

N/A

**d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):**

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	7	1,215	\$29,998.35
2b.	0	0	\$0.00
2c.	0	0	\$0.00
<b>Total Vol.</b>		<b>7</b>	<b>Hours 1,215</b>
			<b>Total Value = \$29,998.35</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:	N/A	Value:	\$0.00
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 **84** X Rate **\$66.42** = **\$5,579.28**

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 36 X Rate \$66.42 = \$2,391.12

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

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

**d. TOTAL OF VOLUNTEER PROGRAM COST** = **\$7,970.40**  
 (add 4a, 4b, and 4c)

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

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$29,998.35  
 b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$0.00  
 c. Subtract Total of Program Costs, Item 4d (Page 3) \$7,970.40

**TOTAL PROGRAM BENEFIT** **\$22,027.95**

**6. RECRUITING:**

**Please describe your recruiting programs:**

Advertised at local and other law schools and on county websites, received referrals from past interns and law professor, interviewed applicants.

**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:**

None.

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2018-19:**

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

Continue recruiting and utilizing interns for semester and summer programs to assist legal in performing duties.

**9. GENERAL INFORMATION:**

Name of person completing report: Robert Harris  
 Phone: (858) 650-6639 Mail Stop: \_\_\_\_\_ E-Mail: Robert.Harris@sdcounty.ca.gov  
 Volunteer Coordinator: Melinda Cortes  
 Phone: (619) 731-3683 Mail Stop: \_\_\_\_\_ E-Mail: Melinda.Cortes@sdcounty.ca.gov

10. DEPARTMENT CERTIFICATION:



DEPARTMENT HEAD SIGNATURE

6/29/18

DATE