



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

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.	1	Hours	13.5	X	\$24.69	=	\$333.32
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Types of work performed by GENERAL VOLUNTEERS in this category:

In the Public Services Program, one volunteer, Alexis Leyva who donated a total of 13.5 hours. He assisted members of the public with passport photos.

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

No. of Vol.		Hours		X	\$24.69	=	\$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

No. of Vol.		Total Hours	0	Total Value =	\$0.00
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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.	1	13.5	\$333.32
2b.	0	0	\$0.00
2c.	0	0	\$0.00
Total Vol.	1	Hours 14	Total Value = \$333.32

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
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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	<input type="text"/>	X	Rate	<input type="text"/>	=	<input type="text" value="\$0.00"/>
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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	<input type="text"/>	X	Rate	<input type="text"/>	=	<input type="text" value="\$0.00"/>
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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

=

<input type="text" value="\$0.00"/>

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

=

<input type="text" value="\$0.00"/>

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$333.32</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

\$333.32

6. RECRUITING:

Please describe your recruiting programs:

The Clerk of the Board promotes the County Volunteer Program through the Clerk of the Board website, 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 volunteerism.

The volunteers found opportunities 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 Clerk of the Board continues to collaborate with the Departments of Human Resources and Community Services Group in updating the Volunteer Sharepoint and upgrading the County Volunteer website to assist volunteer coordinators in effectively recruiting volunteers and providing them the available resources and helpful materials. On March 8, 2018, during the CAO Leadership meeting, the Clerk of the Board, as the County volunteer coordinator, presented the County's effort in promoting volunteerism as part of the County's Thriving Initiative.

The Department facilitated the Volunteer of the Month Program and the 2018 Annual Volunteer event where 23 volunteers from 15 departments were honored. The Department also continues to respond to inquiries from the public that are interested in volunteering. Quarterly volunteer meetings are held to create a forum for exchange of ideas and information; speakers are also invited to share their expertise and knowledge volunteerism. The Clerk of the Board is also

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: Diana Lopez

Phone: 619-531-4966

Mail Stop: A-45

E-Mail: diana.lopez@sdcounty.c

Volunteer Coordinator: _____

Same as above

Phone: _____

Mail Stop: _____

E-Mail: _____

10. DEPARTMENT CERTIFICATION:



DEPARTMENT HEAD SIGNATURE

7/19/18
DATE