



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2018 - JUNE 30, 2019
Deadline: July 12, 2019**

COUNTY OF SAN DIEGO
2019 JUL -8 PM 12:04
CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT INFORMATION:

| | |
|-----------------------|--------------------------------------|
| Department: | Department of Child Support Services |
| Division/Unit: | Legal Services |

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Volunteers: 12 Hours: 2,327.50 x \$ 25.43 = \$ 59,188.33

Types of work performed by GENERAL VOLUNTEERS in this category:

Our volunteers assist Child Support Program Attorneys in a wide range of civil litigation activities in the following areas of child support:

- Observe Superior Court on issues related to paternity and child support.
- Interpret and apply laws, court decisions, State and Federal regulations, and other legal authorities for use in the preparation of child support cases.
- Prepare legal pleadings, including complaints, answers, discovery, and motions required for hearings, trials, and varied legal proceedings.
 - Notice of Motions in opposition to claim of exemption
 - Stipulations to revoke and reinstate prior to hearing date
 - Petitions to revoke probation
 - Child Support motions
 - Ex-Parte applications
 - Trial briefs
- Reviews and draft various child support enforcement actions.
- Maintains accurate case records.
- Establish and maintain effective working relationships with attorneys.
- Effectively communicate in oral and written form with attorneys and Child Support parties.
- Special departmental projects.

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

No. of Volunteers: Hours: x \$25.43 = \$



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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

NOT APPLICABLE

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.)

| Position | Hours | x | VCL | = | Dollar Benefit |
|----------|-------|---|-------|---|----------------|
| _____ | _____ | | _____ | | _____ |
| _____ | _____ | | _____ | | _____ |
| _____ | _____ | | _____ | | _____ |
| _____ | _____ | | _____ | | _____ |

No. of Volunteers: _____ **Total Hours:** _____ **Total Value:** = \$ _____

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

NOT APPLICABLE

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

| | No. of Volunteers | Hours | Dollar Benefit |
|-----------------------------|----------------------|------------------------|------------------------|
| 2a. | 12 | 2,327.50 | \$ 59,188.33 |
| 2b. | _____ | _____ | _____ |
| 2c. | _____ | _____ | _____ |
| Total Volunteers | 12 | Total Hours | Total Value |
| | | 2,328 | \$ 59,188.33 |

3. DONATIONS TO VOLUNTEER PROGRAM:



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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 direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours: 165 x Rate: \$ 68.41 = \$ 11,287.65

b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours: 12 x Rate: \$ 23.08 = \$ 276.96

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

| <u>Item</u> | <u>Cost</u> |
|-------------------------------------|-----------------|
| Office Supplies | \$ 60.00 |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| TOTAL OF OTHER PROGRAM COSTS | \$ 60.00 |

d. **TOTAL OF VOLUNTEER PROGRAM COST**
(Sum of 4a, 4b and 4c) **\$ 11,624.61**



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5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

- | | |
|--|--------------|
| a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) | \$ 59,188.33 |
| b. Total of Donations to Volunteer Program, Item 3 (Page 2) | \$ 0.00 |
| c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) | \$ 11,624.61 |

TOTAL PROGRAM BENEFIT **\$ 47,563.72**

6. RECRUITING:

Please describe your recruiting programs:

Volunteer opportunity is advertised through:

- San Diego County website
- Local and out of state law schools
- Referrals from past volunteers and/or law professors

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:

NOT AVAILABLE AT THIS TIME

***The Department of Child Support Services will be exploring special program activities and/or achievements opportunities for future Volunteer Program participants.**



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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:

| | |
|--|--|
| <u>Department of Child Support Services Volunteer Program Goals in Fiscal Year 2018-19:</u> | |
| <u>Goals</u> | |
| <ul style="list-style-type: none"> ▪ Operate a volunteer program which will continue to enhance the lives and well-being of children, while promoting family self-sufficiency. ▪ Ensure participants are provided with soft skills to enrich and expand services. ▪ Provide beneficial volunteer work to law students through real-world experience while obtaining legal guidance. | |
| <u>Training</u> | |
| <ul style="list-style-type: none"> ▪ Provide initial orientation-based training upon onboarding and appropriate ongoing training throughout participant's duration of the program. | |
| <u>Recruitment</u> | |
| <ul style="list-style-type: none"> ▪ Recruit individuals perusing a career in legal service. | |
| <u>Number of Volunteers</u> | |
| <ul style="list-style-type: none"> ▪ Maintain 6-10 volunteers each fiscal year. | |

9. GENERAL INFORMATION:

| | | | |
|-----------------------------------|--|------------|------|
| Name of Person Completing Report: | Daisy Choreno | | |
| Phone Number: | (858) 650-6532 | Mail Stop: | C-77 |
| Email: | daisy.choreno@sdcounty.ca.gov | | |

| | | | |
|------------------------|--|------------|------|
| Volunteer Coordinator: | Railene Ritzberg | | |
| Phone Number: | (858) 650-6533 | Mail Stop: | C-77 |
| Email: | ritzberg.railene@sdcounty.ca.gov | | |

10. DEPARTMENT CERTIFICATION:


DEPARTMENT HEAD SIGNATURE

2/3/19
DATE