



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

1. DEPARTMENT INFORMATION:

Department: Clerk of the Board of Supervisors
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.	3	Hours	345.5	X	\$25.43	=	\$8,786.07
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Types of work performed by GENERAL VOLUNTEERS in this category:

The Clerk of the Board's Public Service Program had three volunteers who donated a total of 345.5 hours. They assisted the department by taking passport photos, making copies of acceptance forms, and mailing various types of correspondence.

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

No. of Vol.		Hours		X	\$25.43	=	\$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.	3	345.5	\$8,786.07
2b.	0	0	\$0.00
2c.	0	0	\$0.00

Total Vol.	3	Hours	346	Total Value =	\$8,786.07
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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 X Rate =

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 X Rate =

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

<u>Item</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL OF OTHER PROGRAM COSTS =

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

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$8,786.07</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

\$8,786.07

6. RECRUITING:

Please describe your recruiting programs:

The Clerk of the Board promotes the County Volunteer Program through the Clerk of the Board website and the County Television Network (CTN). Volunteers can find 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 Department facilitated the Volunteer of the Month Program and the 2019 Annual Volunteer event where 25 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. The Clerk of the Board is also responsible for the compilation and distribution of the Annual Volunteer Report.

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:

- 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: 619-531-5434 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

7/12/19
DATE