



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

1. DEPARTMENT INFORMATION:

Department: District Attorney's Office
Division/Unit: Administration/Human Resources

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Volunteers: 130 Hours: 20,252 x \$25.43 = \$515,008

Types of work performed by GENERAL VOLUNTEERS in this category:

Paralegal Volunteers	14	1,718	hours
Victim Assistance Program	1	134	hours
Certified Legal Interns	90	16,540	hours
Canine Companions	13	270	hours
DDA Volunteers	3	522	hours
Attorney General Attorneys	2	300	hours
General Volunteers	7	768	hours

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

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

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

No. of Volunteers: Total Hours: Total Value: = \$ N/A



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d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	No. of Volunteers	Hours	Dollar Benefit
2a.	130	20,252	515,008
2b.			
2c.			
Total Volunteers	130	Total Hours	20,252
		Total Value	\$515,008

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: _____
Item Donated: _____ Value: _____
Item Donated: _____ Value: _____

Total Value: \$ N/A

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: 80 x Rate: 60 = \$4,800.00

- 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: 40 x Rate: \$31.00 = \$1,240.00

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

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

TOTAL OF OTHER PROGRAM COSTS

\$ N/A

- d. TOTAL OF VOLUNTEER PROGRAM COST
(Sum of 4a, 4b and 4c)

\$6,040.00



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5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

- | | |
|--|-----------|
| a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) | \$515,008 |
| b. Total of Donations to Volunteer Program, Item 3 (Page 2) | \$ 0 |
| c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) | \$ 6,040 |

TOTAL PROGRAM BENEFIT \$508,968

6. RECRUITING:

Please describe your recruiting programs:

The District Attorney's volunteer options include; Victim Assistance Program, Victim Assistance Canine Companionship, Paralegal Volunteers, Certified Legal Internships, Attorney General Attorneys and General volunteers

Volunteers can visit the District Attorney's website, www.sdcda.org to learn more about volunteer opportunities and applications can also be completed online.

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 Certified Legal Internship program reaches out nationwide and includes a Closing Argument Competition.

Volunteers are required to complete a number of program hours and volunteers periodically exceed their requirements.

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:

The District Attorney's Office will continue to promote recruitment of volunteers and maintain our current levels.

9. GENERAL INFORMATION:

Name of Person Completing Report and Volunteer Coordinator:	Elaine Gomez		
Phone Number:	619-531-4016	Mail Stop:	D-421
Email:	Elaine.Gomez@sdca.org		

10. DEPARTMENT CERTIFICATION:


DEPARTMENT HEAD SIGNATURE

7/2/19
DATE