



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

**1. DEPARTMENT INFORMATION:**

Department: HHSA - East and North Central Region  
Division/Unit: Lemon Grove Family Resource Center

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Vol.	1 Hours	70 X	\$25.43	=	\$1,780.10
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Types of work performed by GENERAL VOLUNTEERS in this category:

Under immediate supervision, volunteers perform routine clerical duties including a wide variety of clerical/administrative support tasks such as:

- \* Distributing mail
- \* Filing homeless mail
- \* Copying
- \* Scanning
- \* Shredding
- \* Compiling mail packets for client distribution

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

<b>No. of Vol.</b>	<b>Total Hours</b>	<b>0</b>	<b>Total Value =</b>	<b>\$0.00</b>
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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.	<u>1</u>	<u>70</u>	<u>\$1,780.10</u>
2b.	<u>0</u>	<u>0</u>	<u>\$0.00</u>
2c.	<u>0</u>	<u>0</u>	<u>\$0.00</u>

<b>Total Vol.</b>	<b>1 Hours</b>	<b>70</b>	<b>Total Value =</b>	<b>\$1,780.10</b>
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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: _____

<b>TOTAL VALUE =</b>	<b>\$0.00</b>
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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	8.75	X Rate	\$23.48	=	\$205.45
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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	3	X Rate	\$27.78	=	\$83.34
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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	=	<b>\$0.00</b>
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d. TOTAL OF VOLUNTEER PROGRAM COST (add 4a, 4b, and 4c)	=	<b>\$288.79</b>
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**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$1,780.10</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>\$288.79</u>

**TOTAL PROGRAM BENEFIT**

<b>\$1,491.31</b>
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**6. RECRUITING:**

Please describe your recruiting programs:

Prospective volunteers may visit the County of San Diego Volunteer website which provides a link to the East and North Central Region page. Volunteers are encouraged to invite their friends and family to apply for volunteer position as it is a valuable tool in gaining employment within the County of San Diego, other government employers, or in the private sector.

**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:

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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:

Our goal this year is to reach out to the community to encourage those who may not have established work experience to volunteer with our program to gain better knowledge of prioritizing tasks, office etiquette, social and clinical job classifications.

**9. GENERAL INFORMATION:**

Name of person completing report: Monica Juarez  
Phone: 619-668-3879 Mail Stop: S546A E-Mail: Monica.Juarez@sdcount  
Volunteer Coordinator: Same as above  
Phone: \_\_\_\_\_ Mail Stop: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**10. DEPARTMENT CERTIFICATION:**

 6/28/19  
**DEPARTMENT HEAD SIGNATURE** **DATE**