



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

COUNTY OF SAN DIEGO  
2019 JUL -8 PM 2:21  
CLERK OF THE BOARD  
OF SUPERVISORS

**1. DEPARTMENT INFORMATION:**

Department: County Office of Emergency Services  
Division/Unit: \_\_\_\_\_

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Vol.	17	Hours	2,805	X	\$24.14	=	\$67,701.84
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Types of work performed by GENERAL VOLUNTEERS in this category:

Assisting in writing plans, procedures, research, and data analysis. Taking notes at regional meetings. Performing literature reviews and updating reference documents for emergency service coordinators. Manning front desk duties, fielding calls from partner agencies and public inquiries. Assisting in office and operations center management.

Volunteers also assisted in conducting public outreach disaster preparedness efforts by developing informational materials and attending numerous public safety events to disseminate disaster information.

Volunteers were also assigned projects in direct support of specific staff projects, such as helping with administrative support for disaster volunteer coordination, with duties ranging from processing applications and forms, to assisting with disaster exercise development and execution.

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

No. of Vol.		Hours		X	\$24.14	=	\$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>

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.	17	2804.55	\$67,701.84
2b.	0	0	\$0.00
2c.	0	0	\$0.00
<b>Total Vol.</b>	<b>17</b>	<b>Hours 2,805</b>	<b>Total Value = \$67,701.84</b>

**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>
Computer access, e-mail accounts	\$3,134.04
_____	_____
_____	_____
_____	_____
_____	_____

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>\$67,701.84</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>\$8,147.44</u>

**TOTAL PROGRAM BENEFIT**

<b>\$59,554.40</b>
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**6. RECRUITING:**

Please describe your recruiting programs:

Recruiting consists of a public facing website. Job postings on regional campus websites and word of mouth. Strongest recruiting factor has been word of mouth from former and current interns to new potential interns from local colleges. Intern fairs, the County's volunteering website, and cold calls from others looking to get experience in the field drive most of the rest.

**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:

Amongst assisting in numerous planning projects and community disaster preparedness outreach support. In FY 2018-19; four volunteers were subsequently selected, based on merit, to be hired as temporary admin analysts. Two of these four, as a result of their experience at OES, were hired onto full time jobs within the same year. One is now working in Navy contracting and another working as a emergency managment consultant. Additionally, three former interim administrative analysts hired from volunteers have found positions in emergency and public health preparedness positions. Our office receives regular requests for background verification requests from other public safety agencies (local and federal) for former interns as they continue their career path.

**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:

Increase number of volunteers. Increase quality of volunteers through revised internal volunteer policies. Retain volunteers through temporary hires into the interim admin analysts to encourage career development.

**9. GENERAL INFORMATION:**

Name of person completing report: Laura Curvey  
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Volunteer Coordinator: Same as above  
Phone: \_\_\_\_\_ Mail Stop: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**10. DEPARTMENT CERTIFICATION:**

 7/8/19  
DEPARTMENT HEAD SIGNATURE DATE