



COUNTY OF SAN DIEGO
 2020 JUN -5 PM 3:31
 CLERK OF THE BOARD
 OF SUPERVISORS

**COUNTY OF SAN DIEGO
 VOLUNTEER REPORT FORM
 PERIOD JULY 1, 2019 - JUNE 30, 2020
 Deadline: July 17, 2020**

1. DEPARTMENT INFORMATION:

Department: Assessor/Recorder/County Clerk
 Division/Unit: A3580

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Vol.	1 Hours	123	X	\$29.95	=	\$3,683.85
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Types of work performed by GENERAL VOLUNTEERS in this category:

Clerical functions: Assisting customers at the public counter and on the phone, processing official documents as requested. Volunteers also perform civil wedding ceremonies.

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

No. of Vol.	Hours		X		=	\$0.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

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.)

<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:
N/A

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	<u>1</u>	<u>123</u>	<u>\$3,683.85</u>
2b.	<u>0</u>	<u>0</u>	<u>\$0.00</u>
2c.	<u>0</u>	<u>0</u>	<u>\$0.00</u>

Total Vol.	1	Hours	123	Total Value =	\$3,683.85
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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 0 X Rate \$29.64 = \$0.00

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 4 X Rate \$41.43 = \$165.72

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

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

TOTAL OF OTHER PROGRAM COSTS = \$0.00

d. TOTAL OF VOLUNTEER PROGRAM COST = \$165.72
(add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$3,683.85</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>\$165.72</u>

TOTAL PROGRAM BENEFIT

\$3,518.13

6. RECRUITING:

Please describe your recruiting programs:

Inquires from the County of San Diego Website are referred to Volunteer Coordinators by each Department. Kelly Holmes is the Volunteer Coordinator for the Assessor/Recorder/County Clerk Department.

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 Assessor/Recorder/County Clerk was not involved in any special activities during this period.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2019-20:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

The Assessor/Recorder/County Clerk will continue to provide volunteer opporunitites to candidates interested in donating their time and services.

9. GENERAL INFORMATION:

Name of person completing report: Kelly Holmes
Phone: 619 531-5738 Mail Stop: A-4 E-Mail: Kelly.holmes@sdcounty.ca.gov
Volunteer Coordinator: Same as above
Phone: _____ Mail Stop: _____ E-Mail: _____

10. DEPARTMENT CERTIFICATION:



DEPARTMENT HEAD SIGNATURE

6-5-20

DATE