



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

**1. DEPARTMENT INFORMATION:**

Department:	Office of County Counsel
Division/Unit:	

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Volunteers: 2                  Hours: 1,080                  x \$29.95                  = \$32,346

Types of work performed by GENERAL VOLUNTEERS in this category:  
Legal clerical, research, drafting simple legal documents.

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

No. of Volunteers:N/A                  Hours:N/A                  x \$29.95                  = \$0.00

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:  
N/A



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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
N/A	N/A		N/A		0.00

No. of Volunteers: N/A      Total Hours: N/A      Total Value: = \$0.00

Types of work performed by SPECIALIZED VOLUNTEERS in this category:  
 N/A

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	No. of Volunteers	Hours	Dollar Benefit
2a.	2	1,080	\$32,346
2b.	N/A	N/A	0.00
2c.	N/A	N/A	0.00
<b>Total Volunteers</b>	<b>2</b>	<b>Total Hours</b>	<b>1080</b>
		<b>Total Value</b>	<b>\$32,346</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:	_____

**Total Value:**

**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: \$79.06                      =      \$6,324.80

- 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: 5                      x              Rate: \$37.54                      =      \$187.70

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

<u>Item</u>	<u>Cost</u>
N/A	N/A
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL OF OTHER PROGRAM COSTS**



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

\$6,512.50

**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	\$32,346.00
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	\$ 0.00
c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3)	\$ 6,512.50

**TOTAL PROGRAM BENEFIT**

\$25,833.50

**6. RECRUITING:**

Please describe your recruiting programs:

Volunteers usually establish direct contact with us first, via referral from local law schools, former volunteers and current and former employees. Some interns receive course credit for volunteering with us. Some volunteers contact us to gain employment experience in the public 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:

N/A



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**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:

No set goals at this time. We will continue to utilize law school interns on a needs and space available basis.

**9. GENERAL INFORMATION:**

Name of Person Completing Report:	Nancy Lahti		
Phone Number:	619 531-4859	Mail Stop:	A-12
Email:	Nancy.lahti@sdcounty.ca.gov		

Volunteer Coordinator:	Nancy Lahti		
Phone Number:	619 531-4859	Mail Stop:	A-12
Email:	Nancy.lahti@sdcounty.ca.gov		

**10. DEPARTMENT CERTIFICATION:**

  
DEPARTMENT HEAD SIGNATURE

7-2-20  
DATE

