



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

**1. DEPARTMENT INFORMATION:**

Department: Health & Human Services Agency  
Division/Unit: PHS / California Children's Services

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Vol.	34	Hours	7172	X	\$29.95	=	\$214,801.40
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Types of work performed by GENERAL VOLUNTEERS in this category:

Volunteers with CCS assist staff with clerical duties: filing, answering phones, special projects, etc. They also provide assistance to our Therapists by setting up and cleaning up for client treatment, assisting with sanitizing therapy supplies and equipment and other duties to support the therapy unit such as laundry and special projects.

Volunteers for CCS are all college students who are interested in pursuing a career in PT or OT or another related field. While assisting CCS staff they are also able to observe therapy treatment to gain experience in a therapeutic setting. This helps them to fulfill clinical observation hours that are required for applying to therapy school. Therapy Students at CCS are either from an Occupational or Physical Therapy school and are either in the middle or end of their program and completing 8-16 weeks of Clinical Education. Students work directly with a therapy clinical instructor who provides clinical mentorship to the student. By the end of the clinical rotation the student is expected to have entry level or close to entry level knowledge of the profession. During a student's time with CCS, they learn treatment skills and techniques as well as all documentation and clinical case management and should be carrying several clients on their caseload with minimal supervision.

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

No. of Vol.	0	Hours	0	X	\$29.95	=	\$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 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
<b>No. of Vol.</b>	<b>0</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.	34	7172	\$214,801.40
2b.	0	0	\$0.00
2c.	0	0	\$0.00
<b>Total Vol.</b>	<b>34</b>	<b>Hours 7,172</b>	<b>Total Value = \$214,801.40</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 **536** X Rate **\$46.64** = **\$24,999.04**

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 **25** X Rate **\$51.03** = **\$1,275.75**

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

<u>Item</u>	<u>Cost</u>
IT Expenses _____	\$3,180.00
_____	_____
_____	_____
_____	_____

**TOTAL OF OTHER PROGRAM COSTS = \$3,180.00**

**d. TOTAL OF VOLUNTEER PROGRAM COST = \$29,454.79**  
(add 4a, 4b, and 4c)

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

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$214,801.40</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>\$29,454.79</u>

**TOTAL PROGRAM BENEFIT**

<b>\$185,346.61</b>
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**6. RECRUITING:**

Please describe your recruiting programs:

A flier requesting volunteers for our OT/PT program was sent to San Diego State Universities Kinesiology program. Potential volunteers were placed on a waiting list as there were over 100 students who were interested in volunteering with CCS. As volunteer positions become available, the Volunteer coordinator contacts the student to see if they are still available and interested in volunteering with us. If so, they are contacted by the Supervisor of the MTU. If the students schedule is a good match for the MTU, then the onboarding process is started. The CCS volunteer coordinator is also sometimes contacted via e-mail, the CCS website or by phone from prospective volunteers. These names are also placed in the waitlist for the next available position.

**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:

None

**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:

CCS would like to continue recruiting volunteers who are interested in pursuing a career in Physical Therapy or Occupational Therapy or another related field. As the waitlist decreases another flier will be sent to SDSU and possibly to Cal State San Marcos as well. We anticipate onboarding 20-30 volunteers for next year and anticipate that we will be able to utilize volunteers to continue to assist our therapists with maintaining a clean and organized treatment space, assist with light clerical duties and assistance with special projects as needed.

**9. GENERAL INFORMATION:**

Name of person completing report: Kerri Matheson  
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Volunteer Coordinator: Caroline Mosher  
Phone: 619-542-4174 Mail Stop: P578 E-Mail: [Caroline.Mosher@sdcounty.ca.gov](mailto:Caroline.Mosher@sdcounty.ca.gov)

**10. DEPARTMENT CERTIFICATION:**

  
DEPARTMENT HEAD SIGNATURE

JUL 09 2020  
DATE