



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

**1. DEPARTMENT INFORMATION:**

Department: HHSA  
Division/Unit: South Region

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Vol.	3	Hours	291.7	X	\$29.95	=	\$8,736.42
-------------	---	-------	-------	---	---------	---	------------

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 reception, file clerk, and record keeping assignments.

**Community Health Action Team** - Volunteer tasks include planning, preparing, and helping at various meetings hosting by CHAT. A volunteer may assist each CHAT member and help organize promotional items for outreach events.

**Family Resource Center:** Customer service, filing, answering telephones, copying, faxing, scanning, shredding, reception, mail distribution, purging files, compiling benefit form application packets, assist with community outreach events and provided translation services for Somalian customers.

**Public Health:** Volunteer assisted with the Alpha Project and provided support in other areas wherever needed.

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

No. of Vol.		Hours		X	\$29.95	=	\$0.00
-------------	--	-------	--	---	---------	---	--------

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.	<u>3</u>	<u>291.7</u>	<u>\$8,736.42</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>3</b>	<b>Hours 292</b>	<b>Total Value = \$8,736.42</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	43	X	Rate	\$54.40	=	\$2,339.20
Hours	12	X	Rate	\$51.81	=	\$621.72
Hours	100	X	Rate	\$28.69	=	\$2,869.00

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	4.5	X	Rate	\$19.58	=	\$88.11
-------	-----	---	------	---------	---	---------

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

<u>Item</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>TOTAL OF OTHER PROGRAM COSTS</b>	<b>\$0.00</b>

d. TOTAL OF VOLUNTEER PROGRAM COST = \$5,918.03  
(add 4a, 4b, and 4c)

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

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$8,736.42</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>\$5,918.03</u>

**TOTAL PROGRAM BENEFIT**

\$2,818.39

**6. RECRUITING:**

Please describe your recruiting programs:

Information packets are available at the Live Well Center- Chula Vista security desk. Prospective volunteers may also visit the County of San Diego Volunteer website which provides a link to pages for Central & South Regions and can fill out a volunteer application. Volunteers are encouraged to invite their friends and family to apply for volunteer positions as it is a valuable tool in gaining employment within the County of San Diego, other government employers, or 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:

Volunteers have been integral in providing administrative and clerical support to the Family Resource Center, the Community Health Action Team and to the Public Health Center. One of our volunteers applied for a position and was selected for hire as an Office Assistant.

**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:

Our goal is to continue reaching out to the community to encourage volunteering. We would like to reach those who would like to gain valuable work experience, recent graduates with a degree in a related field, or those simply looking to give back to their community. In doing so volunteers can build their resumes, establish working relationships and connect with their communities. We will continue to assist volunteers in their journey's within the County, whether that be other volunteer opportunities or transitioning into a paid position. We would like to maintain the same goal as last year aiming towards a volunteer count of 8 (4 for Central Region and 4 for South Region) by continuing our outreach and working with our programs to create opportunities.

**9. GENERAL INFORMATION:**

Name of person completing report: Jennifer Schatz  
Phone: 619-409-3343 Mail Stop: P-504 E-Mail: [jennifer.schatz@sdcount](mailto:jennifer.schatz@sdcount)  
Volunteer Coordinator: Same as Above  
Phone: \_\_\_\_\_ Mail Stop: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**10. DEPARTMENT CERTIFICATION:**

  
\_\_\_\_\_  
**DEPARTMENT HEAD SIGNATURE**

7/14/2020  
\_\_\_\_\_  
**DATE**