



**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2021 - JUNE 30, 2022  
Deadline: July 15, 2022**

**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.	4	Hours	522.75	X	\$35.56	=	\$18,588.99
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Types of work performed by GENERAL VOLUNTEERS in this category:

Volunteers assist customers in person and over the phone, processing official documents as requested, and performing civil wedding ceremonies.

In our Archives department, Volunteer(s) assist with compiling departmental history, processing archival collections, taking inventory of archival records, and identifying archival records of historic/informational/enduring value from within our holdings.

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

No. of Vol.		Hours		X	\$35.56	=	\$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

<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:  
N/A

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	4	522.75	\$18,588.99
2b.	0	0	\$0.00
2c.	0	0	\$0.00
<b>Total Vol.</b>	<b>4 Hours</b>	<b>523</b>	<b>Total Value = \$18,588.99</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 18.8 X Rate   = \$925.84

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 40 X Rate \$30.51 = \$1,220.40

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

<u>Item</u>	<u>Cost</u>
Breakdown for Section A	
Supervisor 1 = 10 Hours X Rate of \$58.17	\$581.70
Supervisor 2 = 0.3 Hours X Rate of \$35.71	\$10.71
Supervisor 3 = 3.5 Hours X Rate of \$44.25	\$154.88
Supervisor 4 = 5 Hours X Rate of \$35.71	\$178.55

TOTAL OF OTHER PROGRAM COSTS =  

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

**\$2,146.24**

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

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$18,588.99</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>\$2,146.24</u>

**TOTAL PROGRAM BENEFIT**

<b>\$16,442.75</b>
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**6. RECRUITING:**

Please describe your recruiting programs:

Inquiries from the County of San Diego Website are referred to Volunteer Coordinators by department. Grace Ayala is the Volunteer Coordinator for the Assessor/Recorder/County Clerk's Office.

**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:

Last summer the Assessor/Recorder/County Clerk's Office offered "Walk-Up Wednesdays" marriage services. This was to accommodate the demand of increase requests for marriage licenses and civil ceremonies caused by COVID-19 interruptions. Volunteers were essential in the success of this event.

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2021-22:**

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

The Assessor/Recorder/County Clerk's Office will continue to provide volunteer opportunities to candidates interested in donating their services to our department and to the County of San Diego.

**9. GENERAL INFORMATION:**

Name of person completing report: Grace Ayala  
Phone: (619) 531-5762 Mail Stop: A-4 E-Mail: [Grace.Ayala@sdcounty.gov](mailto:Grace.Ayala@sdcounty.gov)  
Volunteer Coordinator: Same as above  
Phone: \_\_\_\_\_ Mail Stop: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**10. DEPARTMENT CERTIFICATION:**

Rosemarie Rens for Ernest J. Worembay 7/15/2022  
DEPARTMENT HEAD SIGNATURE DATE