



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2024 - JUNE 30, 2025
Deadline: August 8, 2025**

1. DEPARTMENT INFORMATION:

Department: Assessor/ Recorder/ County Clerk
Division/Unit: A3588

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Vol.	7	Hours	841.9	X	\$40.14	=	\$33,793.87
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Types of work performed by GENERAL VOLUNTEERS in this category:

Our volunteers play a vital role in supporting department operations. They contribute meaningfully to both customer service and clerical functions. Their responsibilities include:

•Performing Civil Marriage Ceremonies:

After receiving training, volunteers officiate civil marriage ceremonies, providing couples with a meaningful and professional experience while ensuring all legal requirements are met and documented accurately.

•Filing Fictitious Business Name (FBN) Statements:

Volunteers assist with the organization of filed FBN statements for retention purposes. They help prepare the filings for retention by organizing documents accurately and ensuring they are properly boxed and prepared for transport.

•Preparing VitalChek Mail Orders:

Volunteers assist with fulfilling online requests for vital records (birth, death, and marriage certificates) received through VitalChek. Their responsibilities include stuffing completed orders, such as certificates and receipts, into prepaid envelopes, sealing and labeling them accurately, and preparing the mailings for

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

No. of Vol.		Hours		X	\$40.14	=	\$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

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.	7	841.9	\$33,793.87
2b.	0	0	\$0.00
2c.	0	0	\$0.00
Total Vol.	7	Hours 842	Total Value = \$33,793.87

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:	N/A	Value:	
Item Donated:		Value:	
Item Donated:		Value:	
Item Donated:		Value:	
Item Donated:		Value:	

TOTAL VALUE =	\$0.00
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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		X	Rate		=	\$3,025.54
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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	8	X	Rate	\$28.82	=	\$230.56
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d. TOTAL OF VOLUNTEER PROGRAM COST
(add 4a, 4b, and 4c)

=	\$3,256.10
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5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	\$33,793.87
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	\$0.00
c. Subtract Total of Program Costs, Item 4d (Page 3)	\$3,256.10

TOTAL PROGRAM BENEFIT

\$30,537.77

6. RECRUITING:

Please describe your recruiting programs:

Volunteers are recruited through several channels. Most commonly, we receive Volunteer Interest

Attachment to Section 4(a)

Hours X Rate = Supervisor 1

Hours X Rate = Supervisor 2

Hours X Rate = Supervisor 3

Overall total of the 3: \$3025.54

Forms submitted through the County of San Diego website, which are then forwarded to us by the Clerk of the Board. In addition, many volunteers are referred by current ARCC employees who are familiar with the program. Others may express interest in passing through casual conversations in the hallway or when employees inquire directly about opportunities to get involved.

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:

During this fiscal year, our program proudly participated in the 2025 Annual County Volunteer Recognition Event, which celebrates the contributions of volunteers across the County of San Diego. As part of the event, we had the opportunity to recognize and honor our own volunteers for their dedication and service. This acknowledgment not only highlighted their impact on our department but also strengthened our commitment to volunteer engagement and appreciation.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2025-26:

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

For fiscal year 2026, our volunteer program aims to maintain our current volunteer base while ensuring continued engagement. We plan to cross-train volunteers on administrative tasks to help support the team and improve overall efficiency. Additionally, we will focus on bringing on board new volunteers to strengthen and grow the program.

9. GENERAL INFORMATION:

Name of person completing report:	Sara Ulloa		
Phone: 619-531-5739	Mail Stop: A-4	E-Mail:	Sarae.ulloa@sdcounty.ca.gov
Volunteer Coordinator:	Sara Ulloa		
Phone: 619-531-5739	Mail Stop: A-4	E-Mail:	Sarae.ulloa@sdcounty.ca.gov

10. DEPARTMENT CERTIFICATION:

Alejandra.Larios@sdcounty.ca.gov

 Digitally signed by
Alejandra.Larios@sdcounty.ca.gov
Date: 2025.08.06 15:03:06 -07'00'

DEPARTMENT HEAD SIGNATURE

08/06/25

DATE