



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

**1. DEPARTMENT INFORMATION:**

Department: Clerk of the Board of Supervisors  
Division/Unit: \_\_\_\_\_

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Vol.	1	Hours	48.75	X	\$40.14	=	\$1,956.83
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Types of work performed by GENERAL VOLUNTEERS in this category:

Our volunteer played an important role in supporting the department's clerical operations by completing filing, scanning, and processing mail tasks. By assisting with filing and scanning, the volunteer helped to accurately organized assessment appeals case management files for retention and for easy and quick access by staff in respond to customers' inquiries. The volunteer processed mail in a timely manner and by doing so, allowed staff to focus in reviewing appeals received in a timely manner. The volunteer's tasks of filing, scanning and proccessing mail all aligned to support both internal and external customer service.

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.	1	48.75	\$1,956.83
2b.	0	0	\$0.00
2c.	0	0	\$0.00

<b>Total Vol.</b>	<b>1</b>	<b>Hours</b>	<b>49</b>	<b>Total Value =</b>	<b>\$1,956.83</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 =	\$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	1.5	X	Rate	\$47.45	=	\$71.18
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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	2	X	Rate	\$37.45	=	\$74.90
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c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL OF OTHER PROGRAM COSTS	=	\$0.00
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d. TOTAL OF VOLUNTEER PROGRAM COST (add 4a, 4b, and 4c)	=	\$146.08
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**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$1,956.83</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>\$146.08</u>

**TOTAL PROGRAM BENEFIT**

<b>\$1,810.75</b>
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**6. RECRUITING:**

Please describe your recruiting programs:

The Clerk of the Board has information posted on our website to promote volunteering.

Volunteers can use [SDVolunteer@sdcounty.ca.gov](mailto:SDVolunteer@sdcounty.ca.gov) to email their interest. Once the Clerk of the Board receives volunteer interest forms, those forms are evaluated and forwarded to the appropriate department(s). During the 2025 Volunteer Recognition Event as well as during past annual recognition events, the Clerk of the Board has organized the event and has used the this forum to further highlight the volunteer opportunities. When a volunteer is onboarded, the volunteer is given an orientation of the overall department's services and the assigned unit-specific tasks. For volunteer is assigned a go-to-person who serves as a mentor to provide the needed support.

**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, the Clerk of the Board organized the annual 2025 Annual County Volunteer Recognition Event which brought together departments and members of the community. Prior to the 2025 Annual County Volunteer Recognition Event, the volunteer was internally recognized and celebrated to strengthen and encourage the volunteer's engagement.

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2024-25:**

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

The Clerk of the Board onboarded one volunteer. The volunteer was recognized during the 2025 Annual Volunteer Recognition Event. The department participated in the County Jay's Employer Social and onboarded one Jay's intern. The Jay's Intern was assigned a mentor, the Chair of the D & I Departmental Committee. The mentor met regularly with the intern and trained the intern to learn and to use Microsoft Office suite. The Jay's Intern was assigned to work with various units within the department in order to allow the intern to gain exposure to the myriads of tasks performed. The department goal is to recruit and onboard a college student during summer 2025.

**9. GENERAL INFORMATION:**

Name of person completing report: Grace Andoh  
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Volunteer Coordinator: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mail Stop: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**10. DEPARTMENT CERTIFICATION:**

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

09/10/25  
DATE