



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

1. DEPARTMENT INFORMATION:

Department: Department of Child Support Services
Division/Unit: Legal Services Division

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Vol.	7	Hours	1335	X	\$40.14	=	\$53,586.90
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Types of work performed by GENERAL VOLUNTEERS in this category:

Volunteers assist Child Support Program Attorneys in a wide range of civil litigation activities in the following areas of child support:

- Observe Superior Court on issues related to paternity and child support.
- Interpret and apply laws, court decisions, State and Federal regulations, and other legal authorities for use in the preparation of child support cases.
- Prepare legal documents, including complaints, answers, discovery, motions and responses required for hearings, trial briefs, points and authorities, legal memoranda, petitions to revoke probation, stipulations to revoke and reinstate probation, and ex-parte applications.
- Review and draft various child support enforcement actions.
- Maintain accurate case records.
- Establish and maintain effective working relationships with attorneys.
- Effectively communicate in oral and written form with attorneys and Child Support parties.
- Special departmental projects.

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:

NOT APPLICABLE

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>
NOT APPLICABLE					\$0.00

No. of Vol.	0	Total Hours	0	Total Value =	\$0.00
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

NOT APPLICABLE

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	7	1,335	\$53,586.90
2b.	0	0	\$0.00
2c.	0	0	\$0.00

Total Vol.	7	Total Hours	1,335	Total Value =	\$53,586.90
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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:	NOT APPLICABLE	Value:	\$0.00
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	300	X	Rate	\$84.61	=	\$25,383.00
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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 X Rate =

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

Item	Cost
NOT APPLICABLE	\$0.00

TOTAL OF OTHER PROGRAM COSTS =

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

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

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

TOTAL PROGRAM BENEFIT

6. RECRUITING:

Please describe your recruiting programs:

Volunteer opportunity is advertised through:

- San Diego County website
- Internship program announcements at law schools
- Referrals from past volunteers and/or law professors
- Onsite visits to local law schools

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 2021-22:

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

Goals:

- Operate a volunteer program which will continue to enhance the lives and well-being of children while promoting family self-sufficiency.
- Ensure participants are provided with soft skills to enrich and expand services.
- Provide beneficial volunteer work to law students through real-world experience while obtaining legal guidance.

Training:

- Provide initial orientation-based training upon onboarding and appropriate ongoing training throughout participant's duration in the program.

Recruitment:

- Recruit individuals pursuing a career in legal service.

Number of Volunteers:

- Maintain 6-10 volunteers each fiscal year.

9. GENERAL INFORMATION:

Name of person completing report: Robert Harris
Phone: (858) 650-6639 Mail Stop: C77 E-Mail: robert.harris@sdcounty.ca.gov
Volunteer Coordinator: Melinda Cortes
Phone: (619) 643-2891 Mail Stop: C77 E-Mail: melinda.cortes@sdcounty.ca.gov

10. DEPARTMENT CERTIFICATION:



DEPARTMENT HEAD SIGNATURE

7/10/25

DATE