



ANDREW POTTER, CCB
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July 20, 2026

To: Elected Officials
Department Heads

From: Andrew Potter
Clerk of the Board of Supervisors

REQUEST FOR INFORMATION FOR THE 2025-26 ANNUAL VOLUNTEER REPORT

In accordance with Board Policy A-130, "County of San Diego Volunteer Policy," my office is in the process of preparing the Annual Volunteer Report for Fiscal Year 2025-26. The report is a compilation of data provided by departments that utilized volunteers during the fiscal year.

If your department utilized services from volunteers this fiscal year, please complete the attached Volunteer Report Form. Please be as descriptive as possible when describing your volunteer program and activities.

Please submit the completed form by Monday, August 17, 2026, via e-mail to Navjit.Puniani@sdcounty.ca.gov or by inter-office mail to Navjit Puniani at Mail Stop A-500.

Electronic versions of the forms (both Word and Excel format) are available on the Clerk of the Board's website at <https://www.sandiegocounty.gov/content/sdc/cob/forms.html>. To view your department's past reports, the Annual Volunteer Report for Fiscal Year 2024-25 is also available on the volunteer website at www.sandiegocounty.gov/volunteer.

If you have any questions, please contact me or Navjit Puniani on (619) 204-5515. Thank you.

Sincerely,



ANDREW POTTER

cc: Department Volunteer Coordinators

Attachment



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2025 - JUNE 30, 2026
Deadline: August 17, 2026**

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.	13	Hours	2407.5	X	\$41.75	=	\$100,513.13
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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	\$41.75	=	\$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

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.	13	2,407.5	\$100,513.13
2b.	0	0	\$0.00
2c.	0	0	\$0.00
Total Vol.	13	Total Hours	2,407.5
		Total Value =	\$100,513.13

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

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 601 X Rate \$87.70 = \$52,707.70

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.):

<u>Item</u>	<u>Cost</u>
NOT APPLICABLE	\$0.00
TOTAL OF OTHER PROGRAM COSTS	\$0.00

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 during volunteer and career day events.

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: Nicole Bollhalder

Phone: (858) 650-6794 Mail Stop: C77 E-Mail: nicole.bollhalder@sdcounty.ca.gov

10. DEPARTMENT CERTIFICATION:



DEPARTMENT HEAD SIGNATURE

8/5/2021

DATE