



COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2015 - JUNE 30, 2016  
Deadline: July 15, 2016

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CLERK: [illegible]

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.	5	Hours	1,208	X	\$23.56	=	\$28,460.48
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Based on 2 interns during Summer 2015 working a combined 49 hours per week for 10 weeks, 1 intern during Fall 2015 working a total of 18 hours per week for 11 weeks, and 2 interns during Spring 2016 working a combined 40 hours per week for 13 weeks.

Types of work performed by GENERAL VOLUNTEERS in this category:

- Phone calls to attorneys/parties
- Correspondence with attorneys/parties
- Preparation of ex parte applications
- Drafting stipulations to revoke and reinstate prior to hearing date
- Observe meet and confer and court process.
- Issue spotting/reviewing motions for responses
- Writing responses
- Drafting/filing NOM in opposition to claim of exemption
- Drafting/filing petitions to revoke probation
- Drafting/filing motions for calendar attorneys as needed
- Research/memos
- Points and authorities
- Discovery request
- Writing/filing trial briefs
- Case briefs for new case law
- Assist with appellate review preparation, as needed
- Assist with Stand Down

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

No. of Vol.	0	Hours	0	X	\$23.56	=	\$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 below.)

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
N/A					\$0.00

<b>No. of Vol.</b>	0	<b>Total Hours</b>	0	<b>Total Value =</b>	\$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.	5	1,208	\$28,460.48
2b.	0	0	\$0.00
2c.	0	0	\$0.00

<b>Total Vol.</b>	5	<b>Hours</b>	1,208	<b>Total Value =</b>	\$28,460.48
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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:	N/A	Value:	\$0.00
Item Donated:		Value:	

<b>TOTAL VALUE =</b>	\$0.00
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4. **VOLUNTEER PROGRAM COSTS:**



Attending and participating in Stand Down on the day of the event.

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2014-15:**

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

Continue recruiting and utilizing interns for semester and summer programs to assist legal in performing duties.

**9. GENERAL INFORMATION:**

**Name of person completing report:** Robert Harris  
**Phone:** (619) 578-6310 **Mail Stop:** C-77 **E-Mail:** Robert.Harris@sdcounty.ca.gov  
**Volunteer Coordinator:** Mark Mandel  
**Phone:** (619) 578-6571 **Mail Stop:** C-77 **E-Mail:** Mark.Mandel@sdcounty.ca.gov

**10. DEPARTMENT CERTIFICATION:**

  
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**DEPARTMENT HEAD SIGNATURE**

7/7/16  
**DATE**