



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

COUNTY OF SAN DIEGO  
2016 JUL 15 AM 9:11  
CLERK OF THE BOARD  
OF SUPERVISORS

**1. DEPARTMENT INFORMATION:**

Department: HHSA  
Division/Unit: Central Region

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Vol.	8 Hours	606.3	X	\$23.56	=	\$14,284.43
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Types of work performed by GENERAL VOLUNTEERS in this category:

Under immediate supervision, volunteers perform routine clerical duties including a wide variety of clerical/administrative support tasks such as receptionists, file clerks, and record keeping assignments.

**Family Resource Center:** Customer service, filing, answering telephones, copying, faxing, scanning, shredding, reception, mail distribution, purging files.

**Public Health Center:** Reception, customer services, data entry, medical records retention, registration

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

No. of Vol.	Hours		X	\$23.56	=	\$0.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

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
<b>No. of Vol.</b>	<b>Total Hours</b>	<b>0</b>	<b>Total Value =</b>		<b>\$0.00</b>

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	8	606.3	\$14,284.43
2b.	0	0	\$0.00
2c.	0	0	\$0.00
<b>Total Vol.</b>	<b>8</b>	<b>Hours 606.3</b>	<b>Total Value = \$14,284.43</b>

### 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**

**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	15	X Rate	\$31.19	=	\$467.85
Hours	8.5	X Rate	\$31.69	=	\$269.37
Hours	32	X Rate	\$19.84	=	\$634.88

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	23	X Rate	\$18.42	=	\$423.66
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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**

d. TOTAL OF VOLUNTEER PROGRAM COST = **\$1,795.76**  
 (add 4a, 4b, and 4c)

**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$14,284.43

b. Total of Donations to Volunteer Program, Item 3 (Page 2)

\$0.00

c. Subtract Total of Program Costs, Item 4d (Page 3)

\$1,795.76

**TOTAL PROGRAM BENEFIT**

**\$12,488.67**

**6. RECRUITING:**

Please describe your recruiting programs:

Volunteers are obtained by advertising on the County of San Diego website and by offering information at Family Resource Centers, Public Health Centers, and through community outreach events. Community Health Promotions also assists with recruiting by reaching out to local colleges to assist students who need volunteer hours in order to pass classes.

**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:

Volunteers have been integral in providing administrative and clerical support to eligibility and Public Health operations. Several volunteers were involved with the success of our Let's Connect events, providing assistance with the preparation of the event as well as during the event. During the fiscal year, there have been volunteers that have secured permanent positions within and outside of the County of San Diego Health and Human Services Agency.

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2016-17:**

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

Our goal is to continue to reach out to the community to encourage students and adults to gain work experience through the HHSA Central Region Volunteer Program. We would like to increase our volunteers to 6 by working through outreach and community events. We will continue to keep volunteers notified of job openings with the County of San Diego and encourage them to apply.

**9. GENERAL INFORMATION:**

With assistance of volunteers, we were able to Sarah Alvarado

Phone: (619) 338-2720 Mail Stop: W-408 E-Mail: [Sarah.Alvarado@sdcour](mailto:Sarah.Alvarado@sdcour)

Volunteer Coordinator: Sarah Alvarado

Phone: (619) 338-2720 Mail Stop: W-408 E-Mail: [Sarah.Alvarado@sdcour](mailto:Sarah.Alvarado@sdcour)

**10. DEPARTMENT CERTIFICATION:**

  
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**BARBARA JIMÉNEZ**  
**DIRECTOR, CENTRAL & SOUTH REGIONS**

7/13/16  
**DATE**