



COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2022 - JUNE 30, 2023
Deadline: July 21, 2023

1. DEPARTMENT INFORMATION:

Department:	General Services
Division/Unit:	Asset Management Division, Real Estate Services, Survey Section

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Volunteers: 1 Hours: 430 x \$37.32 = \$16,084.92

Types of work performed by GENERAL VOLUNTEERS in this category:

Research of county owned properties, public rights-of-way, and other easement or agreement documents. Reviewing legal descriptions for county easement dedications. Preparing and reviewing legal descriptions for various client departments purposes. Tracking land transactions. Researching record information to determine right-of-way limits for various CIP projects.

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

No. of Volunteers: 0 Hours: x \$37.32 = \$

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:



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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: \$

4. VOLUNTEER PROGRAM COSTS:

a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours: x Rate: = \$

b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours: x Rate: = \$

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

<u>Item</u>	<u>Cost</u>
IT costs (email, laptop, additional RAM, headset, AD Account)	\$2,954.41

TOTAL OF OTHER PROGRAM COSTS \$2,954.41



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d. **TOTAL OF VOLUNTEER PROGRAM COST**
(Sum of 4a, 4b and 4c)

\$2,954.41

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$16,084.92
b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$
c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) \$2,954.41

TOTAL PROGRAM BENEFIT

\$13,130.51

6. RECRUITING:

Please describe your recruiting programs:

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:



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8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2022 -23:

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

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9. GENERAL INFORMATION:

Name of Person Completing Report:	Krista Ellis		
Phone Number:	619.930.6497	Mail Stop:	O-200
Email:	Krista.Ellis3@sdcounty.ca.gov		

Volunteer Coordinator:			
Phone Number:		Mail Stop:	
Email:			

10. DEPARTMENT CERTIFICATION:

DEPARTMENT HEAD SIGNATURE

DATE