



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2023 - JUNE 30, 2024
Deadline: August 7, 2024**

1. DEPARTMENT INFORMATION:

Department: Assessor/Recorder/County Clerk
Division/Unit: A3580

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Vol.	6 Hours	929.1	X	\$38.61	=	\$35,872.55
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Types of work performed by GENERAL VOLUNTEERS in this category:

Volunteers assist customers in person and over the phone, processing official documents as requested, assist with retention, other clerical duties, and performing civil wedding ceremonies.

In our Archives department, our volunteer assist with compiling departmental history and identifying archival records of historic/informational/enduring value from within our holdings. Additional duties include assisting in the review of internal workflows and clerical duties, such as, filing and data entry.

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

No. of Vol.	Hours		X	\$38.61	=	\$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

No. of Vol.		Total Hours	0	Total Value =	\$0.00
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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.	6	929.1	\$35,872.55
2b.	0	0	\$0.00
2c.	0	0	\$0.00

Total Vol.	6	Hours	929	Total Value =	\$35,872.55
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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 = \$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 55 X Rate = \$2,565.65

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 40 X Rate \$40.34 = \$1,613.60

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

<u>Item</u>	<u>Cost</u>
Breakdown for Section A	
Supervisor 1 = 26 X Rate of \$54.03	\$1,404.78
Supervisor 2 = 28 X Rate of \$40.03	\$1,120.84
Supervisor 3 = 1 X Rate of \$40.03	\$40.03

TOTAL OF OTHER PROGRAM COSTS =

d. TOTAL OF VOLUNTEER PROGRAM COST = \$4,179.25
(add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$35,872.55</u>
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	<u>\$0.00</u>
c. Subtract Total of Program Costs, Item 4d (Page 3)	<u>\$4,179.25</u>

TOTAL PROGRAM BENEFIT

\$31,693.30

6. RECRUITING:

Please describe your recruiting programs:

Inquires from the County of San Diego Website are referred to Volunteer Coordinators by department. Grace Ayala is the Volunteer Coordinator for the Assessor/Recorder/County Clerk's Office.

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:

Assisted Assessor/Recorder/County Clerk with busiest wedding day, which is Valentine's Day. On February 14, 2024, the Recorder/County Clerk issued 132 licenses and performed 101 ceremonies: 233 combined. Volunteers are an integral part of ARCC's success in providing outstanding customer service.

