



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

**1. DEPARTMENT INFORMATION:**

Department: Financial & Support Services Division  
 Division/Unit: Facilities Management

**2. VOLUNTEER PROGRAM BENEFITS:**

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

\$38.61 = \$4,826.23

No. of Vol.	1	Hours	125	X	<del>\$37.32</del>	=	<del>\$4,665.00</del>
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Types of work performed by GENERAL VOLUNTEERS in this category:

The volunteer supports in gathering feedback from staff on the new systems and processes to identify areas for improvement. Documenting current manual processes to help identify areas for automation. The volunteer assists with the analysis of data to identify trends, inefficiencies, or areas for improvement.

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

No. of Vol.		Hours		X	\$37.32	=	\$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>
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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.	1	125	\$4,826.25
2b.	0	0	<del>\$4,665.00</del>
2c.	0	0	\$0.00
			\$0.00
			\$4,826.25
<b>Total Vol.</b>	<b>1</b>	<b>Hours</b>	<b>125</b>
		<b>Total Value =</b>	<b><del>\$4,665.00</del></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  X Rate  = \$0.00

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  = \$0.00

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

<u>Item</u>	<u>Cost</u>
Desktop Workstation/Laptop	\$89.15
Network Access	\$65.34
Email	\$5.24
_____	_____
_____	_____

TOTAL OF OTHER PROGRAM COSTS = \$159.73

d. TOTAL OF VOLUNTEER PROGRAM COST = \$159.73  
(add 4a, 4b, and 4c)

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

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	\$4,826.25
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	<del>\$4,665.00</del>
c. Subtract Total of Program Costs, Item 4d (Page 3)	\$0.00
	<u>\$159.73</u>

**TOTAL PROGRAM BENEFIT**

\$4,666.52
<del>\$4,505.27</del>

**6. RECRUITING:**

Please describe your recruiting programs:

We do not have an active recruitment program. However, we welcome prospective volunteers who express interest in supporting our department.

**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:

N/A

**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:

Facilities Management is committed to continuously welcoming volunteers who bring invaluable work experience to help implement best practices and streamline processes whenever possible.

**9. GENERAL INFORMATION:**

Name of person completing report:	<u>Linda Cornejo</u>		
Phone: <u>619-980-5162</u>	Mail Stop: <u>W-403</u>	E-Mail: <u><a href="mailto:Linda.Cornejo@sdcount">Linda.Cornejo@sdcount</a></u>	
Volunteer Coordinator:	<u>Liliana Rucobo</u>		
Phone: <u>619-531-5979</u>	Mail Stop: <u>W-403</u>	E-Mail: <u><a href="mailto:Liliana.Rucobo@sdcount">Liliana.Rucobo@sdcount</a></u>	

**10. DEPARTMENT CERTIFICATION:**

  
\_\_\_\_\_  
**DEPARTMENT HEAD SIGNATURE**

  
\_\_\_\_\_  
**DATE**