



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

**1. DEPARTMENT INFORMATION:**

Department:	HHSA-Behavioral Health Services
Division/Unit:	Edgemoor Hospital DPSNF – Therapeutic Recreation Division

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Volunteers: 18                      Hours: 540                      x \$38.61                      =    \$20,849.40

Types of work performed by GENERAL VOLUNTEERS in this category:  
Volunteers working with the therapeutic recreation division at Edgemoor assist with arts & crafts, bingo, reading to residents, sing-a-longs, and performances. Religious visitors provide religious services, worship, communion, prayer, and end-of-life ministry. Additionally, we have one student intern who assists in health informatics.

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

No. of Volunteers:                      Hours:                      x \$38.61                      =    \$

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: 10	x	Rate: \$42.00	=	\$420.00
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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: 10	x	Rate: \$42.00	=	\$ 420.00
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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** \$



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

\$840.00

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

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

**TOTAL PROGRAM BENEFIT**

\$ 20,009.40

**6. RECRUITING:**

Please describe your recruiting programs:

Currently Edgemoor recruits volunteers primarily by word of mouth from current volunteers and incoming calls offering volunteer services. Edgemoor currently has an unfilled position for Volunteer Coordinator as the previous Volunteer Coordinator retired. In the meantime, a Therapeutic Recreation Specialist is taking on these duties until another Volunteer Coordinator is onboard to recruit, train and supervise Therapeutic Recreation Volunteers for FY 2024 – 2025.

**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:

Edgemoor collaborates with the Santee County Library to provide monthly readings.



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**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2023 -24:**

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

The goals for the volunteer program are to revise our current volunteer policy and improve coordination between therapeutic recreation staff and volunteers who serve/could serve at Edgemoor.

**9. GENERAL INFORMATION:**

Name of Person Completing Report:	Nancy Adams		
Phone Number:	619-454-9594	Mail Stop:	S-552
Email:	Nancy.adams@sdcounty.ca.gov		

Volunteer Coordinator:	Valerie Prado		
Phone Number:	619-307-2617	Mail Stop:	P-531
Email:	Valerie.prado@sdcounty.ca.gov		



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**1. DEPARTMENT INFORMATION:**

Department:	HHS-Behavioral Health Services
Division/Unit:	Healthcare Oversight

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Volunteers: 1	Hours: 600	x \$38.61	= \$23,166
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Types of work performed by GENERAL VOLUNTEERS in this category:  
The student intern job duties will include, but not limited to the following: participate in monthly meetings, all-staff meetings, assist with annual regulatory site visits, assist with development and maintenance of monitoring tools, special project planning, researching, interpreting, and analyzing data, and support Risk Manager in administrative tasks. Additionally, the intern may participate in program development, contract monitoring and community engagement.

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

No. of Volunteers:	Hours:	x \$38.61	= \$
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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,





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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: _____
<b>Total Value:</b>	
	\$ _____

**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:40	x	Rate: \$73.19	=	\$2,927.60
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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:20	x	Rate: \$50.81	=	\$1,016.20
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c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
<b>TOTAL OF OTHER PROGRAM COSTS</b>	\$ _____





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

\$3943.80

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

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

**TOTAL PROGRAM BENEFIT**

\$19,222.20

**6. RECRUITING:**

Please describe your recruiting programs:

Recruiting for BHS is primarily achieved through a MOA partnerships with local universities who offer Masters or Doctoral level degrees in Counseling, Counseling Psychology, Social Work and Psychology. BHS coordinates placement of students at BHS administration, County operated clinics, juvenile forensics, adult case management and San Diego County Psychiatric Hospital. BHS also attends an internship recruitment event once a year at the Agency Fair held at SDSU for all social worker students from various Universities. We also welcome volunteers who have expressed interest through the County of San Diego's Volunteer Opportunities Program.

**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:

Healthcare Oversight's intern participated in community engagement events at the annual Careers in Public Services Expo sponsored by the San Diego County Office of Education and the annual domestic violence prevention resource fair in partnership with the Domestic Violence Response Team. As part of these events, the student intern provided resources and communication to the community who are interested in behavioral health services programming or careers.



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**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2023 -24:**

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

The Healthcare Oversight Unit (HCO) oversees and operates Justice involved programs, hospitals, MAT care coordination and workforce development services. Program goals for Fiscal Year (FY) 2023-2024 include supervising a graduate intern from the SDSU School of Social Work and increasing learning opportunities and experiences. The HCO aims to take an administration and community development MSW student annually to increase student knowledge of behavioral health program development and monitoring for contracted programs. Training for interns is provided by the site supervisor and assigned task supervisor based on student interests.

**9. GENERAL INFORMATION:**

Name of Person Completing Report:	Jennifer Rusit		
Phone Number:	619-584-8796	Mail Stop:	P-531
Email:	Jennifer.rusit@sdcounty.ca.gov		

Volunteer Coordinator:	Valerie Prado		
Phone Number:	619-307-2617	Mail Stop:	P-531
Email:	Valerie.prado@sdcounty.ca.gov		



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**1. DEPARTMENT INFORMATION:**

Department:	HHSA- Behavioral Health Services
Division/Unit:	Juvenile Forensic Services (JFS)

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Volunteers: 2	Hours: 1560	x \$38.61	= \$ 60,231
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Types of work performed by GENERAL VOLUNTEERS in this category:

Student trainees are responsible for assisting and supporting licensed mental health clinicians with their caseloads by providing check in to clients, individual therapy, co-facilitating groups, and maintaining proper documentation for services they provide.

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

No. of Volunteers:	Hours:	x \$38.61	= \$
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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,





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Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
<b>Total Value:</b>	
	\$ _____

**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: 208	x	Rate: \$49.25	=	\$10,244
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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: 208	x	Rate: \$49.25	=	\$10,244
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c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<b>TOTAL OF OTHER PROGRAM COSTS</b>	\$ _____



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

\$20,488

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

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

**TOTAL PROGRAM BENEFIT**

\$39,743.00

**6. RECRUITING:**

Please describe your recruiting programs:

Recruiting for BHS is primarily achieved through MOA partnerships with local universities who offer Masters or Doctoral level degrees in Counseling, Counseling Psychology, Social Work and Psychology. BHS coordinates placement of students at BHS administration, County operated clinics, juvenile forensics, adult case management and San Diego County Psychiatric Hospital. BHS also attends an internship recruitment event once a year at the Agency Fair held at SDSU for all social worker students from various Universities. We also welcome volunteers who have expressed interest through the County of San Diego's Volunteer Opportunities Program

**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:

With supervision from licensed psychologists, this intern provided crisis intervention, assessments, individual and group psychotherapy, forensic report writing, psychological testing, and other support services to youth detained in San Diego County's Juvenile Detention Facilities.



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**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2023 -24:**

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

Throughout the fiscal year, STAT-Team will have 1-2 trainee interns. They will be provided with at least one hour per week of one-on-one supervision, and two hours per week of group supervision. They will be able to attend most of the other training seminars our staff attend on a regular basis. Recruitment will be as in the past, that is the program's positive reputation in the community attracts predoctoral psychology students who are hoping to do a practicum or internship with this program.

**9. GENERAL INFORMATION:**

Name of Person Completing Report:	Kenia Urrutia		
Phone Number:	858-298-6309	Mail Stop:	
Email:	Kenia.urrutia@sdcounty.ca.gov		

Volunteer Coordinator:	Valerie Prado		
Phone Number:	619-307-2617	Mail Stop:	P-531
Email:	Valerie.prado@sdcounty.ca.gov		



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**1. DEPARTMENT INFORMATION:**

Department:	HHSA – Behavioral Health Services
Division/Unit:	North Central Behavioral Health Center

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Volunteers: 8	Hours: 2677	x \$38.61	= \$103,358.97
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Types of work performed by GENERAL VOLUNTEERS in this category:

We had three student/intern volunteers during this time. Two were here for the duration of their school year and one student intern for the duration of their semester. Our student interns were involved in many of the general workings of the clinic including performing behavioral health assessments, 1:1 and group therapy, case management, crisis intervention. Additionally, they were involved in staff meetings, supervisions, and trainings.

Our peer volunteer planned and facilitated the weekly Peer to Peer group. They also collaborated with clinic and staff regarding this group. Generally, this includes 2 hours per week. This year our peer volunteer was active much of the fiscal year.

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

No. of Volunteers:	Hours:	x \$38.61	= \$
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:





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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.)

Position	Hours	x	VCL	=	Dollar Benefit
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____

No. of Volunteers:	Total Hours:	Total Value:	=	\$
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:



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d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	No. of Volunteers	Hours	Dollar Benefit
2a.	8	2677	103,358.97
2b.	_____	_____	_____
2c.	_____	_____	_____
	_____	_____	_____
<b>Total Volunteers</b>	8	<b>Total Hours</b>	2677
		<b>Total Value</b>	\$103,358.97

**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: _____



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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: 128                      x                      Rate: \$53.00                      =                      \$6,784

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: 180                      x                      Rate: \$53.00                      =                      \$9,540

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

<u>Item</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL OF OTHER PROGRAM COSTS**

\$



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

\$16,324

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

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

**TOTAL PROGRAM BENEFIT**

\$87,034

**6. RECRUITING:**

Please describe your recruiting programs:

Recruiting is done via reaching out to schools with which we have volunteer/intern agreements and interviewing potential candidates. We also attend at least once student/intern fair a year to help with recruitment.

**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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The facilitation of the Peer-to-Peer Group was facilitated by our peer volunteer and supported by a student intern.

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2023 -24:**

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

Our goals for this coming year includes having four student intern volunteers for the duration of the school year. The first month will consist primarily of training. In addition to routine trainings and clinic operations, it is a goal to have interns assist with development and facilitation of a new therapy group. It is hopeful that they will share areas of expertise with staff and other interns.

Additionally, we will have one new clinical supervisor. We will also be working with one new graduate program.

**9. GENERAL INFORMATION:**

Name of Person Completing Report:	Leslie Thayer, Ph.D.		
Phone Number:	619-542-4953	Mail Stop:	P-542
Email:	Leslie.thayer@sdcounty.ca.gov		

Volunteer Coordinator:	Valerie Prado		
Phone Number:	619-307-2617	Mail Stop:	P-531
Email:	Valerie.prado@sdcounty.ca.gov		



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**1. DEPARTMENT INFORMATION:**

Department:	HHSA – Behavioral Health Services
Division/Unit:	Population Health Unit

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Volunteers: 1	Hours: 52	x \$38.61	= \$ 2007.72
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Types of work performed by GENERAL VOLUNTEERS in this category:

Volunteers working with Population Health Unit at BHS may conduct research and environmental scans for the Epidemiology team, analyze data, assist in interpreting results of research and other work to assess and improve population health in the region.

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

No. of Volunteers:	Hours:	x \$38.61	= \$
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:



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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.)

Position	Hours	x	VCL	=	Dollar Benefit
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____
_____	_____		_____		_____

No. of Volunteers:	Total Hours:	Total Value:	= \$
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:



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d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	No. of Volunteers	Hours	Dollar Benefit
2a.	1	52	\$2007.72
2b.	_____	_____	_____
2c.	_____	_____	_____
	_____	_____	_____
<b>Total Volunteers</b>	1	<b>Total Hours</b>	52
		<b>Total Value</b>	\$2007.72

**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: _____





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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: 13                      x                      Rate: 53.87                      =                      \$700.31

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: 10                      x                      Rate: \$53.87                      =                      \$538.70

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

<u>Item</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL OF OTHER PROGRAM COSTS**

\$



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

\$1,2039.01

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

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

**TOTAL PROGRAM BENEFIT**

\$768.71

**6. RECRUITING:**

Please describe your recruiting programs:

Currently the Population Health Unit recruits for student volunteers in a passive manner, to ensure sufficient capacity for supervision is available and the experience for the student allows enough time to interact with subject matter staff. However, given the small size of the unit there has been robust interest in placement from students and word-of-mouth has provided a number of opportunities to connect interested individuals with staff who can help them meet their professional and academic goals.

**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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Deadline: August 7, 2024

N/A

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2023 -24:**

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

The goals for the volunteer program are provide an opportunity for students in the region to get exposure to the concepts of Population Health, contribute to meaningful work in the County of San Diego and further their educational goals. The Unit will continue to take on student volunteers as capacity for supervision and available projects allow throughout FY 2024-2025.

**9. GENERAL INFORMATION:**

Name of Person Completing Report:	Kim Work, Senior Epidemiologist		
Phone Number:	619-531-5978	Mail Stop:	P-531
Email:	Kimberly.work@sdcounty.ca.gov		

Volunteer Coordinator:	Valerie Prado		
Phone Number:	619-307-2617	Mail Stop:	P-531
Email:	Valerie.prado@sdcounty.ca.gov		



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

**10. DEPARTMENT CERTIFICATION:**

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

\_\_\_\_\_  
DATE