



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

**1. DEPARTMENT INFORMATION:**

Department: Medical Care Services  
 Division/Unit: Outreach and Education

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Vol.	4 Hours	1173.5	X	\$38.61	=	\$45,308.84
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Types of work performed by GENERAL VOLUNTEERS in this category:

- Data entry
- Data cleaning
- Data analysis
- Creating slides for presentations
- Drafting newsletters and e-blasts
- Attending meetings and trainings
- Making calls to healthcare practices
- UAT Testing for database
- Reviewing written materials such as abstracts, scripts, emails, newsletters
- Listening sessions with clinical partners

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

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

N/A

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:

N/A

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	4	1173.5	\$45,308.84
2b.	0	0	\$0.00
2c.	0	0	\$0.00

<b>Total Vol.</b>	<b>4</b>	<b>Hours</b>	<b>1,174</b>	<b>Total Value =</b>	<b>\$45,308.84</b>
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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 30 X Rate \$33.62 = \$1,008.60

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 \$33.62 = \$1,344.80

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 = \$2,353.40  
(add 4a, 4b, and 4c)

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

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$45,308.84</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>\$2,353.40</u>

**TOTAL PROGRAM BENEFIT**

<b>\$42,955.44</b>
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**6. RECRUITING:**

Please describe your recruiting programs:

Posted listing on university websites, interested students/candidates reach out to staff to submit resume/CV and are interviewed. Once approved, student volunteers go through onboarding process and are "hired" on.

**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:

N/A

**9. GENERAL INFORMATION:**

Name of person completing report: Emily Nguyen  
Phone: 619-977-4969 Mail Stop: S-555 E-Mail: [emily.nguyen2@sdcount](mailto:emily.nguyen2@sdcount)  
Volunteer Coordinator: Tamara Murphy  
Phone: 619-820-1802 Mail Stop: S-555 E-Mail: [tamara.murphy@sdcount](mailto:tamara.murphy@sdcount)

**10. DEPARTMENT CERTIFICATION:**

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**DEPARTMENT HEAD SIGNATURE**

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