

Memorandum



Date: June 28, 2012

To: Department Directors

From: Carlos Gimenez
Mayor 

Subject: Goodwill Ambassadors – 2012 Primary and General Elections

In keeping with our efforts to ensure that elections in Miami-Dade County run smoothly, I am approving the use of Goodwill Ambassadors to assist with the voting process. During the Primary Election from August 4 – August 11 and the General Election from October 27 – November 3, the Elections Department will be conducting Early Voting at 20 locations throughout Miami-Dade County. I am requesting your assistance in deploying Goodwill Ambassadors during both Early Voting and on Election Day, at the hours and locations listed in the attached schedule.

As in the past, department directors are encouraged to allow those employees that want to volunteer to participate in this deployment. The Office of Community Advocacy is responsible for assembling a group of County employees to serve as volunteer members of the Goodwill Ambassadors team. Administrative leave will be granted for the hours worked which are outside of the employee's normal working hours in the manner of one hour of leave for every hour worked. In keeping consistent with past practice, this ratio is provided to ensure that we have sufficient volunteers to meet our needs for these important elections. Since this is a volunteer effort, overtime will not be paid for this deployment.

All volunteers are requested to participate in an orientation and training session. The training for the Primary Election will be scheduled in late July and training for the General Election will be held in October. Employees wishing to volunteer should contact the Office of Community Advocacy at 305-375-5730 upon receiving approval from their supervisor. As in previous deployments, your support and cooperation are very much appreciated.

Attachment

c: Office of the Mayor Senior Staff
Penelope Townsley, Supervisor of Elections
Rene Diaz, Director, Office of Community Advocacy

EARLY VOTING SCHEDULE FOR 2012 ELECTIONS

AUGUST 4 TH SATURDAY 7:00AM – 7:00PM	AUGUST 5 TH SUNDAY 7:00AM – 7:00PM	AUGUST 6 TH MONDAY 7:00AM – 7:00PM	AUGUST 7 TH TUESDAY 7:00AM – 7:00PM	AUGUST 8 TH WEDNESDAY 7:00AM – 7:00PM	AUGUST 9 TH THURSDAY 7:00AM – 7:00PM	AUGUST 10 TH FRIDAY 7:00AM – 7:00PM	AUGUST 11 TH SATURDAY 7:00AM – 7:00PM

OCTOBER 27 TH SATURDAY 7:00AM – 7:00PM	OCTOBER 28 TH SUNDAY 7:00AM – 7:00PM	OCTOBER 29 TH MONDAY 7:00AM – 7:00PM	OCTOBER 30 TH TUESDAY 7:00AM – 7:00PM	OCTOBER 31 ST WEDNESDAY 7:00AM – 7:00PM	NOVEMBER 1 ST THURSDAY 7:00AM – 7:00PM	NOVEMBER 2 ND FRIDAY 7:00AM – 7:00PM	NOVEMBER 3 RD SATURDAY 7:00AM – 7:00PM

Site Name & Address	Site Name & Address
Aventura Government Center 19200 W Country Club Drive (2 nd Floor Commission Area)	Miami Lakes Public Library 6699 Windmill Gate Road
City of Miami – City Hall 3500 Pan American Drive (Entrance is located at the northeast side of the building – ADA entrance is through the front door of City Hall)	Model City Library @ Caleb Center 2211 NW 54 th Street
Coral Gables Library 3443 Segovia Street	North Dade Regional Library 2455 NW 183 rd Street
Coral Reef Library 9211 SW 152 nd Street	North Miami Public Library 835 NE 132 nd Street
Elections Department (SOE Main Office) 2700 NW 87 th Avenue	North Shore Branch Library 7501 Collins Avenue
Florida City - City Hall 404 West Palm Drive (Commission Chambers)	South Dade Regional Library 10750 SW 211 th Street
John F. Kennedy Library 190 West 49 th Street	Stephen P. Clark Gov't Center (SOE Branch Office) 111 NW 1 st Street (Lobby)
Kendall Branch Library 9101 SW 97 th Avenue	West Dade Regional Library 9445 SW 24 th Street
Lemon City Library 430 NE 61 st Street	West Flagler Branch Library 5050 West Flagler Street
Miami Beach City Hall 1700 Convention Center Drive	West Kendall Regional Library 10201 Hammocks Boulevard