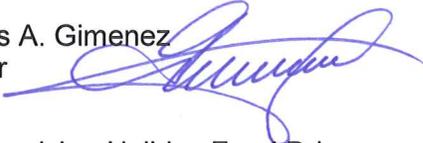


Memorandum

MIAMI-DADE
COUNTY

Date: October 27, 2011

To: All Miami-Dade County Departments

From: Carlos A. Gimenez
Mayor 

Subject: Thanksgiving Holiday Food Drive

The Holiday Season is rapidly approaching, and every year during this time County employees have come together to help provide assistance to the neediest in our community. This year the County's Annual Thanksgiving Holiday Food Drive will be organized by the Community Action and Human Services Department (CAHSD).

The CAHSD, is requesting that each department sponsor as many families as possible through the provision of food baskets, but we will gladly accept donations in any quantity, including gift cards. Based upon an average size family of five, a complete basket generally consists of a 12-14 lb. Turkey, 5 lb. Ham, 4 cans of string beans or other green canned vegetables, 4 cans of corn, 4 cans of yams, 1 large bag of stuffing and 2 cans of cranberry sauce.

In order to ensure timely distribution to the families, we are requesting receipt of all donations by Monday, November 14, 2011. Donations may be dropped off at Culmer Community Enrichment Center, 1600 NW 3rd Avenue, or you may arrange for pick-up by calling Claudette McLean at (786) 469-4746 or German Izquierdo at (305) 758-9662.

Monetary contributions are also acceptable. Checks should be made payable to Miami-Dade County Board of County Commissioners Holiday Trust Fund and mailed to Miami-Dade County Community Action and Human Services Department, 701 NW 1st Court, 9th Floor, Miami, Florida 33136, attention Claudette McLean. All donations (baskets, boxes, bags, envelopes) should be clearly marked to indicate the contents. You may also utilize the attached Holiday Drive Form to summarize your Department's donation. A flyer is also attached for distribution to each of your respective sites.

To ensure a coordinated effort, we are also asking that each Department designate a Department Liaison for this year's drive utilizing the attached form. Forms should be returned to Claudette McLean by the close of business on Friday, October 28, 2011, via fax at (786) 469-4656. If you have any questions, she can be reached at (786) 469-4746.

Remember your donations will brighten the holidays of the families and individuals we assist.

Attachments

c: Honorable Chairman Joe A. Martinez
and Members Board of County Commissioners
Office of the Mayor Senior Staff
Dr. William Zubkoff, Chair, Community Action Agency Board



**Miami-Dade County
Community Action and Human Services Department
Thanksgiving Holiday Food Drive**

Please share this Thanksgiving with the clients served by Miami-Dade County Community Action and Human Services (CAHS). Due to financial hardships resulting from medical problems, unemployment or disability, many of our clients will not be able to share in the festivities and spirit of the holiday.

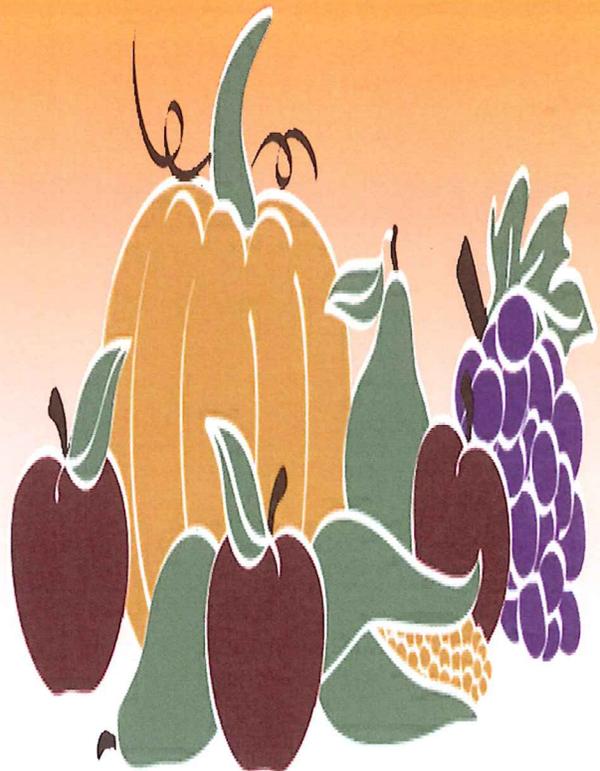
Donations of baskets of food, gift certificates, cash and checks will be accepted for these individuals by your Department representative or by contacting the following offices:

**Claudette McLean
Overtown Village North
701 NW 1st Court, 9th floor
Miami, Florida 33136
(786) 469 – 4746**

**German Izquierdo
Edison Community Enrichment Center
150 NW 79th Street
Miami, Florida 33150
(305) 758 – 9662**

**Checks should be made payable to:
Board of County Commissioners
Holiday Trust Fund**

Donations will be accepted until November 14, 2011





**Miami-Dade County
Community Action and Human Services Department
Thanksgiving Holiday Food Drive**

Please share this Thanksgiving with the clients served by Miami-Dade County Community Action and Human Services Department (CAHS). Due to financial hardships resulting from medical problems, unemployment or disability, many of our clients will not be able to share in the festivities and spirit of the holiday. Donations of canned goods or other non-perishable food items, gift certificates, cash and checks will be accepted for these individuals by contacting the following offices:

Claudette McLean
Overtown Village North
701 NW 1 Court, 9 Floor
Miami, Florida 33136
(786) 469 – 4746

or

German Izquierdo
Edison Community Enrichment Center
150 NW 79th Street
Miami, Florida 33150
(305) 758 – 9662

Checks should be made payable to:
Board of County Commissioners
Holiday Trust Fund

Main Drop Off Site:
Food from each center can be dropped off collectively at:
Culmer Center
1600 NW 3rd Avenue
Miami, Florida 33136
Attn: Viola Davis
(305) 438—4161



**Please drop off all donations by Monday, November 14th, 2011
by 10:00 a.m. for sorting.**



MIAMI-DADE COUNTY
Community Action and Human Services Department
THANKSGIVING BASKET DISTRIBUTION

Registration No: _____



Name: _____
Date: _____
Place: _____
Time: _____ Contact: _____



MIAMI-DADE COUNTY
Community Action and Human Services Department
THANKSGIVING BASKET DISTRIBUTION

Registration No: _____



Name: _____
Date: _____
Place: _____
Time: _____ Contact: _____



MIAMI-DADE COUNTY
Community Action and Human Services Department
THANKSGIVING BASKET DISTRIBUTION

Registration No: _____

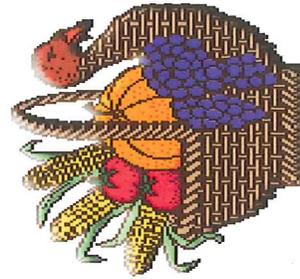


Name: _____
Date: _____
Place: _____
Time: _____ Contact: _____



MIAMI-DADE COUNTY
Community Action and Human Services Department
THANKSGIVING BASKET DISTRIBUTION

Registration No: _____



Name: _____
Date: _____
Place: _____
Time: _____ Contact: _____



MIAMI-DADE COUNTY
COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT
THANKSGIVING HOLIDAY FOOD DRIVE

DEPARTMENT LIAISON FORM



CONTACT NAME: _____

DEPARTMENT: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

FAX NUMBER: _____

Return via interoffice or fax to:

Miami-Dade County Community Action and Human Services Department
Overtown Village North
Attention: Claudette McLean
701 NW 1st Court, 9th Floor
Miami, Florida 33136
Fax: (786) 469 – 4656

For more information please contact German Izquierdo at (305) 758 – 9662 or via e-mail at izquier@miamidade.gov. You may also contact Claudette McLean at (786) 469 – 4746 or via e-mail at cmlean@miamidade.gov.