

# Memorandum



**Date:** December 12, 2011  
**To:** All Miami-Dade County Departments  
**From:** Carlos A. Gimenez  
Mayor  
**Subject:** Twenty-third Annual Holiday Toy Drive

The Holiday Season is now upon us and every year during this time we have the opportunity to help bring cheer and provide assistance to the less fortunate in our community. For the past 22 years, County employees have come together in the spirit of sharing and giving by donating to the Miami-Dade County Annual Holiday Toy Drive. Again this year, I am asking each of you to participate in this effort by donating a new, unwrapped toy for children between the ages of one and twelve. To help ensure the success of this holiday event and the timely distribution of the toys to families, each department should identify a liaison to coordinate their respective toy collection.

The County's Annual Toy Drive is being coordinated by the Community Action and Human Services Department (CAHSD). Please submit the name of your liaison to Claudette McLean at [cmlean@miamidade.gov](mailto:cmlean@miamidade.gov) by Tuesday, December 13, 2011.

**Collection Bins will be available in the lobby of the Stephen P. Clark Center, the South Dade Government Center and the Overtown Transit Village, where you may drop off your donations. We would like to collect all toys by close of business on Monday, December 19, 2011.**

If you have questions, please contact German Izquierdo at (305) 758-9662 or Claudette McLean at (786) 469-4746.

You should know that as a direct result of our efforts and continued generosity over 1,800 children annually are able to share in the joys of the holiday season.

Thank you for your generosity, and for continuing to deliver excellence every day!

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