

Memorandum



Date: January 11, 2012
To: Department Directors
From: Carlos A. Gimenez
Mayor 
Subject: Goodwill Ambassadors for MLK Parade and Festival 2012

Once again our goodwill Ambassadors have been asked to participate in the 2012 Martin Luther King, Jr. Parade and Black Heritage Festival. The parade is scheduled for Monday, January 16, 2012 along the Northwest 54th Street, from Northwest 12th Avenue to Northwest 32nd Avenue in the City of Miami. The Black Heritage Festival will occur immediately after the parade at the Martin Luther King, Jr. Park on Northwest 62nd Street and 32nd Avenue.

We are seeking 30 volunteers for the Parade and Festival. As we have done in the past, I am requesting that you allow employees to volunteer for this event. Volunteers will work from 9:00 a.m. to 5:00 p.m. and will be granted Administrative Leave in the usual manner; for every hour worked, one hour of administrative leave will be granted.

Employees wishing to volunteer for this assignment should first receive approval from their supervisor. Attached is a copy of the Supervisor's Authorization form that should be completed by each employee's supervisor. Once approved, volunteers should contact Yvans R. Morisseau, Community Relations Assistant at (305) 375-3840 for schedules and assignments.

As we have demonstrated in the past, our Goodwill Ambassadors provide an invaluable service and contribute to improved community relations. If you have questions on the Goodwill Ambassadors program please contact Rene Diaz, Director of Community Advocacy at (305) 375-5730.

Thank you for supporting the program.

Attachment

C: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners
Russell Benford, Deputy Mayor
Rene Diaz, Director of Community Advocacy
Office of the Mayor Senior Staff

Miami-Dade Goodwill Ambassadors Supervisor's Authorization Form

1. Last Name

2. First Name

3. County Department

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Activation / Deployment of Goodwill Ambassadors

4. Event

5. Location

Dr. Martin Luther King Parade & Festivities	Northwest 54 Street & M.L.K. Park
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6. Date(s)

7. Volunteer Hours /AD Credit

January 16, 2012	8 / 8
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The above Miami-Dade County employee is authorized by the below signature to volunteer per the attached County Manager's memo of January 18, 2012.

Work Location & Supervisor:

13. Division (if applicable)

14. Immediate Supervisor

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15. Supervisor's Phone

16. E-mail

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Supervisors Signature & Authorization

Date