

# Memorandum



**Date:** June 21, 2012  
**To:** Department Directors  
**From:** Carlos A. Gimenez  
Mayor  
**Subject:** Goodwill Ambassadors for the 16th Annual African American Black Film Festival Activities (June 23, 2012)



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The City of Miami will host the 16<sup>th</sup> annual African American Black Film Festival June 20-23, 2012. The festival is a four day international film festival and retreat that features African American films from around the world and it is expected to attract over 3,000 artists and film fans.

The City of Miami has requested the service of the Goodwill Ambassadors to assist with the film festival Saturday, June 23, 2012. The County is seeking 36 volunteers to serve as Goodwill Ambassadors who will greet and serve as guides. Volunteers will be granted administrative leave as appropriate and in accordance with the established personnel policies. As such, for every two hours worked, one hour of administrative leave will be granted.

Volunteers will work from 8:00AM to 7:00PM. After receiving supervisory approval, all volunteers should contact Yvans Morisseau, Community Advocacy Assistant, at (305) 375-3840 and send the attached Authorization letter to via e-mail to [MORYVA@miamidade.gov](mailto:MORYVA@miamidade.gov), or fax at 305 375-5715.

As with previous deployments, your support and cooperation are very much appreciated.

C: Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners  
Office of the Mayor Senior Staff

**Miami-Dade Goodwill Ambassadors  
Supervisor's Authorization Form**

1. Last Name	2. First Name	3. County Department

**Activation / Deployment of Goodwill Ambassadors**

4. Event	5. Location
<b>African American Black Film Festival</b>	

6. Date(s)	7. Volunteer Hours /AD Credit
<b>June 23, 2012</b>	

The above Miami-Dade County employee is authorized by the below signature to volunteer per the attached County Mayor's memo of June 23, 2012

**Work Location & Supervisor:**

13. Division (if applicable)	14. Immediate Supervisor

15. Supervisor's Phone	16. E-mail

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Supervisors Signature/ & Authorization

Date