

Memorandum



Date: November 2, 2012

To: Department Directors

From: Carlos A. Gimenez
Mayor

A handwritten signature in blue ink, appearing to read "Carlos A. Gimenez", written over the printed name.

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 Community Action and Human Services Department (CAHSD).

We are requesting that each department sponsor as many families as possible through the provision of food baskets, but will gladly accept donations in any quantity, including gift cards. Based upon an average size family of five, a complete basket generally consists of:

- 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
- 2 cans of cranberry sauce.

In order to ensure timely distribution to the families, we are requesting receipt of all donations by Friday, November 16, 2012. Donations may be dropped off at the Culmer Neighborhood Service Center, 1600 NW 3rd Avenue, or you may arrange for pick-up by calling German Izquierdo at (305) 758-9662 or Claudette McLean at (786) 469-4746.

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 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 Tuesday, November 6, 2012, 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 Board



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 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) 75-9662 or via e-mail at izquier@miamidade.gov. You may also contact Claudette McLean at (786) 469-4746 for via e-mail at cmclean@miamidade.gov.



Miami-Dade County Thanksgiving Holiday Food Drive

Please share this Thanksgiving with the clients served by Miami-Dade County Community Action and Humans Services Department (CAHSD). Due to financial hardships resulting from the downturn in the economy, many clients will not be able to share in the spirit of the Thanksgiving Holiday.

Donations of food, gift certificates, cash and checks are welcomed. For more information contact the following representatives:

Claudette McLean
Overtown Village North (OTV)
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

Donations will be accepted until November 16, 2012

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

Cash, Checks & Gift Certificates Drop Off Site: OTV Only
Food Drop Off Site: Culmer Center, 1600 NW 3rd Ave.
Miami, FL 33136

