

# Memorandum



**Date:** November 27, 2012

**To:** All Miami-Dade County Departments

**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Twenty-fourth Annual Holiday Toy Drive

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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 23 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 Monday, December 3, 2012.

**Collection Bins will be available in the lobby of the Stephen P. Clark Center and the Overtown Transit Village, where you may drop off your donations. We would like to have all toys by the close of business day on Monday, December 19, 2012.**

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!

c: Honorable Vice Chairwoman, Audrey M. Edmonson  
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  
TWENTY-FOURTH ANNUAL 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 1<sup>st</sup> Court, 9<sup>th</sup> 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](mailto:izquier@miamidade.gov). You may also contact Claudette McLean at (786) 469-4746 for via e-mail at [cmlean@miamidade.gov](mailto:cmlean@miamidade.gov).