

# Memorandum



**Date:** September 6, 2013

**To:** Department Directors

**From:** Carlos A. Gimenez  
Mayor 

**Subject:** Goodwill Ambassadors for the American Diabetes Association "Step Out: Walk to Stop Diabetes" (September 21, 2013)

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On Saturday, September 21, 2013, the American Diabetes Association will host its "Step Out: Walk to Stop Diabetes" event at the Marlins Ballpark, 51 Marlins Way, Miami, Florida. All attendees will have an opportunity to get diabetes testing and learn more about diabetes prevention and care. In anticipation of the large crowd that is expected to be in attendance, the County is requesting 50 volunteers to serve as Goodwill Ambassadors to help with crowd control and patron services beginning at 6:00a.m. and ending at 1:00p.m. The Goodwill Ambassadors provide an invaluable service to our community and contribute to improved community relations throughout the County.

As in the past, department directors are encouraged to allow those employees that want to volunteer to participate in this deployment. Administrative leave will be granted for the hours worked outside of the employee's normal working hours in the manner of one hour of leave for every two hours worked. Details as to hours of deployment will be facilitated through the Office of Community Advocacy.

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

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

Attachment

c: Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners  
Office of the Mayor Senior Staff  
Rene Diaz, Director of Community Advocacy

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

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

**Activation / Deployment of Information**

4. Event	5. Location
<b>Step Out Walk to Stop Diabetes</b>	<b>Marlins Ball park, 51 Marlins Way</b>

6. Start Date	7. End Date
<b>Saturday, September 21, 2013 – 6:00 am</b>	<b>Saturday, September 21, 2013 – 1 pm</b>

The above Miami-Dade County employee is authorized to volunteer per the attached County Mayor's memo.

**Work Location & Supervisor:**

13. Division (if applicable)	14. Immediate Supervisor

15. Supervisor's Phone	16. E-mail

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Supervisors Signature/ & Authorization

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Date