

Memorandum



Date: September 23, 2013

To: Department Directors

From: Carlos A. Gimenez
Mayor 

Subject: Goodwill Ambassadors for the Miami Riverwalk Festival - November 16, 2013

On Saturday, November 16, 2013 the Downtown Miami Riverwalk Festival and Boat Parade will host its annual festival along the mouth of the Miami River at the Riverwalk, 325-335 S. Biscayne Boulevard. The event will celebrate the countries in Latin America, Spain and Puerto Rico.

It is anticipated that the Riverwalk Festival will attract over six hundred people. In order to contribute to the success of this event, the County is seeking 30 volunteers to serve as Goodwill Ambassadors. The volunteers 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 8:00 A.M. to 6:00 P.M. After receiving supervisory approval, all volunteers should contact Yvans Morisseau, Community Relations Assistant, at (305) 375-3840.

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

C: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners
Office of the Mayor Senior Staff

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

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

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Activation / Deployment of Information

4. Event

5. Location

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|---------------------------------|--|
| Miami Riverwalk Festival | The mouth of the river @The Riverwalk 325-335 S. Biscayne Blvd. |
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6. Start Date

7. End Date

| | |
|---|---|
| Saturday November 16, 2013 – 8:00 AM | Saturday November 16, 2013 – 6:00 PM |
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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

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15. Supervisor's Phone

16. E-mail

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Supervisors Signature/ & Authorization

Date