

Memorandum



Date: October 25, 2013

To: Department Directors

From: Carlos A. Gimenez, Mayor
Miami-Dade County 

Subject: Trust Fund - 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 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 on the average size family of five, a complete basket generally consists of:

- 12-14lb Turkey
- 5lb Ham
- 4 cans of string beans or other green
canned vegetables
- 4 cans of corn
- 4 cans of yams
- 1 large bag of stuffing
- 1 large box of mashed potatoes
- 2 cans of cranberry sauce
- 2 cans of gravy

In order to ensure timely distribution to the families, we are requesting receipt of all donations by Friday, November 15, 2013. Donations may be dropped off at the Culmer Community Service Center, 1600 N.W. 3 Avenue, or you may arrange for pickup by calling German Izquierdo at (305) 547-7661.

Monetary contributions are also acceptable. Checks should be made payable to Miami-Dade County Community Action and Human Services Holiday Trust and mailed to Miami-Dade Community Action and Human Services Department, 701 NW Court, 9th Floor, Miami, FL 33136, attention German Izquierdo. All donations (baskets, boxes, bags, and/or envelopes) should be clearly marked to indicate the contents. 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 Yvonne Ramirez by the close of business on **Monday, November 4, 2013**, via fax at (786) 469-4661. If you have any questions, she can be reached at (786) 469-4675.

Remember your donations will brighten the holiday of the families and individuals we assist.

Attachments

CC: Honorable Chairwoman Rebeca Sosa and Members of the 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: Yvonne Ramirez
701 NW 1st Court, 10th Floor
Miami, Florida 33136
Fax; (786) 469-4661

For more information please contact German Izquierdo at (305) 75-9662 or via e-mail at izquier@miamidade.gov. You may also contact Yvonne Ramirez at (786) 469-4675 for via e-mail at yvonner@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:

Yvonne Ramirez
Overtown Village North (OTV)
701 NW 1st Court, 9th floor
Miami, Florida 33136
(786) 469-4675

German Izquierdo
Wynwood Community Enrichment Center
2902 NW 2nd Avenue
Miami, Florida 33127
(305) 547-7661

Donations will be accepted until November 15, 2013

Checks should be made payable to:
Miami-Dade County Community Action and Human Services
Holiday Trust

Cash, Checks & Gift Certificates Drop Off Site: OTV Only

Food Drop Off Site: Culmer Center, 1600 NW 3rd Ave.
Miami, FL 33136

