

# Memorandum



**Date:** December 11, 2013

**To:** Department Directors

**From:** Carlos A. Gimenez  
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over a horizontal line.

**Subject:** Goodwill Ambassadors for the Miami-Dade County Philippine Disaster Relief Concert

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On Sunday December 15, 2013, Miami-Dade County will host a benefit concert to raise money for victims of Typhoon Haiyan in the Philippines. The Disaster Relief Concert will be held from 2 p.m. to 7 p.m., at the Miami-Dade College Kendall Campus – Gibson Center, 11011 SW 104<sup>th</sup> Street. Proceeds from the concert concession sales will go toward disaster recovery and relief efforts in the Philippines.

The Office of Community Advocacy is requesting 25 volunteer Goodwill Ambassadors to assist with the concert. Volunteers will be granted administrative leave as appropriate and in accordance with the established personnel policies. As such, for every two hour worked, one hour of administrative leave will be granted.

Volunteers will work from 1:00 P.M. to 8:00 P.M. After receiving supervisory approval, all volunteers should contact Yvans Morisseau, Community Advocacy Assistant, at (305) 375-3840 and send the attached Authorization letter to via e-mail to [MORYVA@miamidade.gov](mailto:MORYVA@miamidade.gov), or fax at 305 375-5715.

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

<b>Philippine Disaster Relief Concert</b>	<b>Miami-Dade College Kendall Campus – Gibson Center 11011 SW 104<sup>th</sup> Street</b>
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6. Start Date

7. End Date

<b>Sunday, December 15, 2013 – 1:00 p.m.</b>	<b>Sunday, December 15, 2013 – 8:00 pm</b>
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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

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Date