


Memorandum



Date: December 12, 2013

To: All Miami-Dade County Departments

From: Carlos A. Gimenez
Mayor 

Subject: Annual Holiday Toy Drive - 25th Year

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 24 years, County employees have come together in the spirit of sharing and giving by donating to the Miami-Dade County Annual Toy Drive. This year, I am again asking all employees 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.

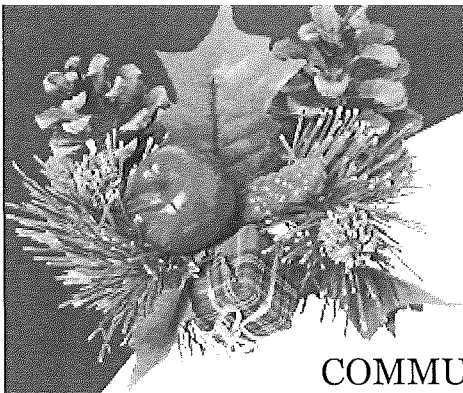
The County's Annual Toy Drive is being coordinated by the Community Action and Human Services Department (CAHSD). Please submit the name of your liaison to **Yvonne E. Ramirez** at yvonner@miamidade.gov by **Monday, December 16, 2013**.

Collection Bins will be available in the lobby of the Stephen P. Clark Center and the Overtown Transit Village, where donations may be dropped off. We would like to have all toys by the end of the of business day on **Thursday, December 19, 2013**.

If you have any questions, please contact German Izquierdo at (305) 547-4661 or Yvonne E. Ramirez at (786) 469-4675.

Please 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.



Miami-Dade County
COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT
25th ANNUAL HOLIDAY TOY DRIVE

DEPARTMENTAL LIASION 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 E. Ramirez

701 NW 1 Court, 10th Floor

Miami, FL 33136

Phone: (786) 469-4675 / Fax: (786) 469-4661

For more information, please contact German Izquierdo at (305) 547-7661 or via email at izquier@miamidade.gov. You may also contact Yvonne E. Ramirez at (786) 469-4675 or via email at yvonner@miamidade.gov

