

Memorandum



Date: January 14, 2014

To: Department Directors

From: Carlos A. Gimenez
Mayor 

Subject: Goodwill Ambassadors for MLK Parade and Festival 2014

Once again our Goodwill Ambassadors have been asked to participate in the 2014 Dr. Martin Luther King, Jr. Parade and Festival. The parade is scheduled to take place on Monday, January 20, 2014, along Northwest 54th Street, from Northwest 12th Avenue to Northwest 32nd Avenue in the City of Miami. The Black Heritage Festival will occur immediately after the parade at the Dr. Martin Luther King, Jr. Park at 62nd Street and 32nd Avenue.

In order to contribute to the success of this event, the County is seeking 30 volunteers to serve as Goodwill Ambassadors. Volunteers will work from 9:00 a.m. to 5:00 p.m., and 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.

Employees wishing to volunteer for his assignment should first receive approval from their supervisor. Attached is a copy of the Supervisor's Authorization form that should be completed by each employee's supervisor. Once approved, volunteers should contact Yvans R. Morisseau, Community relations Assistant at 305.375.3840 for schedules and assignments.

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

Attachment

c: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners
Russell Benford, Deputy Mayor
Rene Diaz, Director, Community Advocacy
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

Activation / Deployment of Information

4. Event	5. Location
MLK Jr. Parade/Black Heritage Festival	Route: 54th Street, from NW 12th Avenue to NW 32nd Avenue in the City of Miami. Festival: MLK Park 62nd Street & 32nd Ave.

6. Start Date	7. End Date
Monday, January 20, 2014 – 9:00 am	Monday, January 20, 2014 – 5:00 pm

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

Supervisors Signature/ & AuthorizationDate