

# Memorandum



**Date:** March 5, 2014  
**To:** Department Directors  
**From:** Carlos A. Gimenez  
Mayor  
**Subject:** Goodwill Ambassadors for the Calle Ocho Annual Festival March 9, 2014

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On Sunday, March 9, 2014 the Kiwanis Club of Little Havana will host the Calle Ocho Annual Festival. The event will allow visitors to view the historic "Little Havana" neighborhood located on Southwest 8<sup>th</sup> Street between 12<sup>th</sup> Avenue and 27<sup>th</sup> Avenues and join in the celebration that has been referred to as the largest street party in the country.

It is anticipated that the Calle Ocho Annual Festival will attract over one million people. In order to contribute to the success of this event, the County is seeking a minimum of 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 9:00AM to 8:00PM. 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

**Calle Ocho Annual Festival**

**SW 8<sup>th</sup> Street between 12<sup>th</sup> Avenue and  
27<sup>th</sup> Avenues**

6. Start Date

7. End Date

**Sunday, March 9, 2014 – 9 am**

**Sunday, March 9, 2014 – 8:00 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

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15. Supervisor's Phone

16. E-mail

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Supervisors Signature/ & Authorization

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Date