

Memorandum



Date: August 5, 2015

To: Department Directors

From: Carlos A. Gimenez
Mayor 

Subject: Goodwill Ambassadors for the Community Action and Human Services Department and District 1 - Back to School with Dad

On Saturday August 8, 2015, the Community Action and Human Services Department (CAHSD) in collaboration with the Office of Commissioner Barbara J. Jordan, District 1, will hold its "Back to School with Dad" event to celebrate and support fathers' involvement in their children's education. This event will engage over 200 families from the County's Head Start program, as well as the CAHSD family and youth program, in field games, arts and crafts and other activities to promote early learning, health and safety. The fair will be held from 10:00 a.m. to 3:00 p.m., at the Betty T. Ferguson Recreational Complex, located at 3000 NW 199 Street in Miami Gardens, Florida. The Miami-Dade Police, Fire Rescue and Library departments will also be participating.

The Office of Community Advocacy is requesting 30 Goodwill Ambassadors to assist with the event. Volunteers will be granted administrative leave as appropriate and in accordance with the established personnel policies. As such, for every two (2) hours worked, one (1) hour of Administrative Leave will be granted.

Volunteers will work from 9:00 a.m. to 4:00 p.m. After receiving supervisory approval, all volunteers should contact Yvans Morisseau, Community Advocacy Assistant, at (305) 375-3840 and send the attached Authorization form via e-mail to MORYVA@miamidade.gov, or fax at (305) 375-5715.

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

C: Honorable Chairman Jean Monestime
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

Activation / Deployment of Information

4. Event	5. Location
CAHSD – Back to School with Dad	Betty T. Ferguson Recreational Complex 3000 NW 199th Street, Miami Gardens

6. Start Date	7. End Date
Saturday, August 8, 2015 – 9:00 a.m.	Saturday, August 8, 2015 – 4:00 p.m.

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/ & Authorization	Date
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