

Memorandum



Date: August 12, 2015

To: Department Directors

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez". The signature is fluid and cursive, with a large, prominent initial 'C'.

Subject: Goodwill Ambassadors for the North Miami Back to School Bash and Resource Fair

On Saturday August 15, 2015, the City of North Miami will hold its annual Back to School Bash and Resource Fair. This event will assist in providing backpacks complete with school supplies, health screenings, entertainment and much more for students. The fair will be held from 10:00 a.m. to 1:00 p.m., at the Joe Celestine Center, 1525 NW 135 Street, North Miami, Florida, 33167. The goal is to ensure that students in our community receive all the needed supplies to begin a successful school year.

The Office of Community Advocacy is requesting 20 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 2:00 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 very much 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
North Miami Back to School Bash	Joe Celestine Center 1525 NW 135 Street North Miami, FL 33167

6. Start Date	7. End Date
Saturday, August 15, 2015 – 9:00 a.m.	Saturday, August 15, 2015 – 2:00 p.m.

The above Miami-Dade County employee is authorized to volunteer per the attached County Mayor's memo.

Work Location & Supervisor:

8. Division (if applicable)	9. Immediate Supervisor

10. Supervisor's Phone	11. E-mail

Supervisors Signature/ & AuthorizationDate