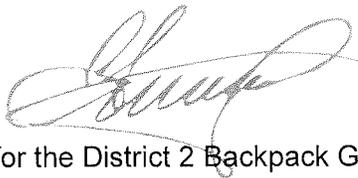


Memorandum



Date: August 13, 2015
To: Department Directors
From: Carlos A. Gimenez
Mayor
Subject: Goodwill Ambassadors for the District 2 Backpack Giveaway Event



On Sunday August 16, 2015, Chairman Jean Monestime, the Commissioner of District 2, will host the annual Backpack Giveaway event. The goal is to ensure that students in the community receive all the needed supplies to begin a successful school year. The event will be held from 10:00 a.m. to 5:00 p.m., at the Oak Grove Park, 690 NE 159 St Miami, Florida, 33162.

The Office of Community Advocacy is requesting 10 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 6:00 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

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Activation / Deployment of Information

4. Event

5. Location

District 2 Backpack Giveaway	Oak Grove Park 690 NE 159 Street, Miami, Florida 33162
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6. Start Date

7. End Date

Sunday, August 16, 2015 – 9:00 a.m.	Sunday, August 16, 2015 – 6:00 p.m.
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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

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10. Supervisor's Phone

11. E-mail

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Supervisors Signature/ & Authorization

Date