

OFFICE OF COMMUNITY ADVOCACY
INFORMATION & PROCEDURE FOR REQUESTING GOODWILL AMBASSADORS

1. Person/organization making the request submits the required form to Yvans Morisseau at Yvans.Morisseau@miamidade.gov with a copy to Laura.Morilla@miamidade.gov.
 2. Completed form is submitted to County Commission Chairman for approval.
 3. After receiving approval from the County Commission Chairman, the form is then sent to the County Mayor for approval.
 4. Once approved by the County Mayor, the Mayor sends out a memo to County Department Directors asking for cooperation and encouraging Department Directors to give permission to their employees to participate in the deployment.
 5. Once the County Mayor's memo goes to the Department Directors, Yvans Morisseau will start to reach out to Goodwill Ambassadors to see who is available to volunteer for the deployment. Yvans will also contact the requestor to discuss details in preparation for the deployment.
- **The process takes approximately three (3) weeks so we highly encourage that requests be submitted at least one (1) month before the event.**
 - **Goodwill Ambassadors can perform the following duties: crowd control; traffic control; provide directions to event attendees; distribute pamphlets/information to event attendees; assist with guest registration/sign-in (but not handle money); food distributions; and crowd monitoring/events marshalling at large scale events such as Spring Break and Memorial Day Weekend on Miami Beach. Goodwill Ambassadors do not do set-up or clean-up.**
 - **Since Goodwill Ambassadors are County employees, they can volunteer for activities that take place during non-regular County work hours, i.e. on weekends or Monday to Friday after 5 p.m. Deployments during regular County work hours may be approved on a very limited basis.**
 - **For questions and additional information, contact Yvans Morisseau at (305) 375-3840 or at Yvans.Morisseau@miamidade.gov.**