

Memorandum



Date: February 17, 2022
To: Department Directors
From: Daniella Levine Cava
Mayor *Daniella Levine Cava*
Subject: Goodwill Ambassadors for 15th Annual Jazz in the Gardens Music Festival, March 12-13, 2022

On Saturday, March 12th, and Sunday, March 13th, the City of Miami Gardens will host the 15th Annual Jazz in the Gardens Music Festival. The event will be held at Hard Rock Stadium, located at 347 Don Shula Drive, Miami Gardens, FL 33056.

To contribute to the success of this event, the City of Miami Gardens requests eighty (80) volunteers on Saturday, March 12th, and eighty (80) volunteers on Sunday, March 13th, to serve as Goodwill Ambassadors. The volunteers will assist with crowd control and guest registration. Volunteers will be granted administrative leave as appropriate and in accordance with the established personnel policies. As such, one hour of administrative leave will be granted for every two hours worked.

Volunteers will work from 9 a.m. to 11 p.m. on March 12th and from 9 a.m. to 11 p.m. on March 13th. After receiving supervisory approval, all volunteers should contact Yvans Morisseau, Community Advocacy Liaison, at (305) 375-3840 and send the attached Authorization Form via e-mail to Yvans.Morisseau@miamidade.gov or by fax to (305) 375-5715.

Your support and cooperation are appreciated.

Attachment

c: Honorable Chairman Jose “Pepe” Diaz.
and Members, Board of County Commissioners
Office of the Mayor Senior Staff
Laura Morilla, Director, Community Advocacy

**Miami-Dade Goodwill Ambassadors
Supervisor's Authorization Form**

1. Employee Last Name 2. Employee First Name 3. Employee Cell Phone 4. County Department

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Activation / Deployment Information

4. Event

5. Location

15th Annual Jazz in the Gardens Music Festival	Hard Rock Stadium 347 Don Shula Drive Miami Gardens, FL 33056
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6. Start Date

7. End Date

Saturday, March 12, 2022 – 9:00 a.m. Sunday, March 13, 2022 – 9:00 a.m.	Saturday, March 12, 2022 – 11:00 p.m. Sunday, March 13, 2022 – 11:00 p.m.
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The above Miami-Dade County employee is authorized by the below signature to volunteer per the attached 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