


Memorandum



Date: February 17, 2022
To: Department Directors
From: Daniella Levine Cava
Mayor 
Subject: Goodwill Ambassadors for the Asian Culture Festival - March 5th and 6th, 2022

On Saturday, March 5th, and Sunday, March 6th, the Miami-Dade County Asian American Advisory Board will co-host the 31st Annual Asian Culture Festival. The event will be held at Tropical Park, located at 7900 SW 40th Street, Miami, FL 33155.

To contribute to the success of this event, the Asian American Advisory Board requests twenty (20) volunteers on Saturday, March 5th, and twenty (20) volunteers on Sunday, March 6th, to serve as Goodwill Ambassadors. The volunteers will assist with crowd control, traffic control at the park, and general safety. 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 8 a.m. to 6 p.m. on both March 5th and March 6th. 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

31st Annual Asian Culture Festival	Tropical Park 7900 SW 40th Street Miami, Florida 33155
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6. Start Date

7. End Date

Saturday, March 5, 2022 8:00 AM – 6:00 PM	Sunday, March 6, 2022 8:00 AM – 6:00 PM
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The above Miami-Dade County employee is authorized by the below signature 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