

PROCESS FOR DISTRIBUTION OF ADDITIONAL TICKETS NOT DISTRIBUTED TO OFFICIALS:

- 1) Determine the potential audience for the tickets.
 - a. If inappropriate for youth (adult show not intended for persons under 18 years of age), then only used the organizations/groups identified as serving adult populations
 - b. If appeals to all populations, then go in order listed
- 2) Contact the identified community organizations/groups to offer the tickets.
 - a. Follow the order listed to call and offer tickets (unless not appropriate for the population served by the organization/entity; if so, note that the agency was not called, so it can be called with the next set of available tickets.)
 - b. If an agency does not accept the tickets, then they will need to wait until they are next on the rotation.
 - c. If an agency does not respond to an offer for tickets, pursuant to the process described below, then they will need to wait until they are next on the rotation.
 - i. Efforts to contact agencies should be as follows:
 1. Email to contact person
 2. If no response within 24 hours, call contact person
 3. If no return call within 24 hours, go to next entity.
 - d. Once you have distributed the tickets, note the last entity called/distributed tickets.
 - e. Start distribution calls beginning with the next organization/group on the list, unless there is any organization/entity that was not called the previous time because the tickets were not appropriate for their population served. In those cases, call that one/those first.
 - f. If the tickets are received last minute (day of event), or returned, distribution to employees can be made. Distribution to employees can also be made if requested by the Human Resources Department for purposes of recognizing certain employees.
 - i. Department Directors are to be offered tickets to provide as a recognition to employees
 - ii. If there are no interested Department Directors, then tickets can be offered on a “first come, first serve” basis. However, no employee can receive tickets through a “first come, first serve” basis more than 3 times in one year.
 - iii. Employees must sign for the tickets; employees must be advised the value of the ticket and that a Gift Disclosure may be required.
- 3) Fill out the portion of the ticket distribution spreadsheet to reflect the organization/group that received the tickets. Secure their signature when they pick up the ticket. Request that the agency keep a log of their participants that received the tickets for the City’s review, if necessary.
- 4) Attach to the ticket distribution list in the binder the process used to allocate the tickets for that event. For example: contacted #1, #2, #3 – not interested; contacted #4, provided four tickets; contacted #5 – not interested; did not contact #6 – not appropriate; contacted #7, provided four tickets. In this example, #6 would be contacted first for the next set of tickets, and then you would proceed with #8.

#	Agency	Contact	Address	Telephone	Email	Target Population
1	ASPIRA of Florida	Aymet Chaples	6100 Blue Lagoon Drive, Suite 460, 33126	305-269-6767	achaples@fl.aspira.org	Youth, families
2	Ayuda, Inc.	Diana Susi	7118 Byron Avenue, 33141	305-864-6885	dianasusi@ayudamiami.org	Youth, families
3	Biscayne Elementary Community School	Leslie Rosenfeld		305-532-4515		
4	Choices Et Al, Inc.	Cheryl Polite-Eaford	P.O. Box 645409, 33269	305-332-2074	cpeaford@bellsouth.net	Youth, families, court-directed services
5	Fienberg Fisher K-8 Center	Leslie Rosenfeld		305-531-0419		
6	Get Credit Healthy	Elizabeth Karwowski	250 NW 23rd St. Ste 205, 33127	877-850-3444	ek@getcredithealthy.com	Individuals, families
7	Institute for Child & Family Health	Adriana Kochen	430 West 66th Street, 33012		akochen@icfhinc.org	Youth, families
8	Miami Beach Community Health Center	Kathryn Abbate	710 Alton Road, 33139	305-695-2184	kathryna@mbchc.com	Infants, youth, families, individuals,
9	Miami Beach Sr. High School	Leslie Rosenfeld		305-532-4515		
10	Nautilus Middle School	Leslie Rosenfeld		305-532-3481		
11	North Beach Elementary School	Leslie Rosenfeld		305-531-7666		
12	South Florida Center for Family Counseling	Jose Matos	17801 NW 2 nd Avenue #207, 33169	954-243-6298	josedmatos@hotmail.com	Youth, families, individuals, couples, court-directed services
13	South Pointe Elementary School	Leslie Rosenfeld		305-531-5437		
14	Stand Up for Those Who Can't	Jeannette Egozi	7118 Byron Avenue, 33141	305-864-5237	jeannette@ecqz.biz	Youth
15	Switchboard of Miami	Nathan Gomez	190 NE 3rd Street, Miami FL 33132	305-358-1640	ngomez@switchboardmiami.org	Youth, families, individuals, couples

16	Teen Job Corps	Deborah Ruggiero	7356 Gary Avenue, 33141	786-357-5972	djmmrug@gmail.com	Adolescent, lower income youth
17	Unidad of Miami Beach	Arsenio Jorge	833-6 th Street, 33139	305-532-5350	nsantiago@unidadmb.org	Youth, families, individuals
18	Rebecca Towers – North/ South	Magnolia Martinez	200 Alton Road	305 532-6401		
19	Michigan Ave Apts	Laura Molina	532 Michigan Ave	305-535-8002		
20	Michigan Ave Apts	Laura Molina	530 Michigan Ave	305-535-8002		
21	Council Towers South	Carmen Leon	533 Collins Ave	305-532-4118		
22	Lulav Square	Gilberto Junco	628 Lenox Avenue	305-672-8811		
23	Federation Towers	Chris Meadows/Stella Davidovic	757 West Avenue	305-531-2388		
24	Blackstone	Terry/ Carlos Cairo	800 Washington Avenue	305 534-4489		
25	Edwards Apartments	Maria	953 Collins Avenue	305-534-9464		
26	Council Towers North	Antonio Acea	1040 Collins Avenue	305-538-5658		
27	Shep Davis Plaza	Terry/Martin Martin	220 - 23rd Street	305 534-4489		
28	Four Freedoms House	Estrella Pereda	3800 Collins Avenue	305-673-8425		
29	Stella Maris	Lilian DeJarden; Ileana Viera	8638 Harding Avenue	305-868-4020		
30	Jefferson Apts	Laura Molina	542 Jefferson Ave	305-535-8002		
31	Villa Maria	Laura Molina	2800 Collins Avenue	305-535-8002		
32	Allen Apts.	Laura Molina	2001 Washington Ave	305-535-8002		
33	Coral Rock House	Estrella Pereda	1701 Normandy Drive	305-867-0051		
34	Children's Trust Parent/Child Program	Maria Ruiz	1700 Convention Center Drive	X6491	MariaRuiz@miamibeachfl.gov	At risk youth
35	Children's Trust Morning Allstars	Maria Ruiz	1700 Convention Center Drive	X6491	MariaRuiz@miamibeachfl.gov	At risk youth

36	Children's Trust Success University	Maria Ruiz	1700 Convention Center Drive	X6491	MariaRuiz@miamibeachfl.gov	At risk youth
38	Miami-Dade County Public Schools – Feeder Pattern	Leslie Rosenfeld	1700 Convention Center Drive	X6923	leslierosenfeld@miamibeachfl.gov	Youth
39	North Shore Youth Center	Cindy Casanova	501 72 Street	305-861-3616	ccasanova@miamibeachfl.gov	Youth
40	21 st Street Teen Club	Willie Priegues		305-673-7784	wpriegues@miamibeachfl.gov	Youth
41	Scott Rakow Youth Center	Ellen Vargas	2700 Sheridan	305-673-7767	evargas@miamibeachfl.gov	Youth