

ADMINISTRATIVE CIRCULAR NO. 26
Office of the Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 16, 2013

To: Area Superintendents, Central Office and Site Administrators, Division and Department Heads

Subject: 2013 COMMUNITY SERVICE ASSOCIATION (CSA)
MEMBERSHIP CAMPAIGN

Department and/or
Persons Concerned: Area Superintendents, Central Office and Site Administrators, Division and Department Heads

Due Date: October 1, 2013

Reference: None

Action Requested: 1. Include announcement of the CSA Membership Campaign at a staff meeting or in the staff newsletter.
2. Complete and return attachment through school mail to Michele Fettig, Community Service Association, by Tuesday, October 1, 2013.

Brief Explanation:

Your assistance and leadership is requested to ensure a successful 2013 Community Service Association (CSA) membership campaign. Employee contributions through CSA benefit many local agencies that provide needed services for thousands of San Diego children and adults. Please designate a representative to coordinate the CSA campaign at your site/cost center and return the attached form by Tuesday, October 1, 2013. Sites or departments with 25 or more staff members should designate both certificated and classified representatives.

The CSA online membership campaign will be held from October 22 through December 6, 2013, at www.sandi.net/csa. The Employee Benefits Department will include a link to the CSA website during their open enrollment period in October. The assistance of CSA site representatives is needed to ensure timely distribution and collection of membership materials. Site representatives are requested to attend a brief meeting on Tuesday, October 22, to receive campaign details, instructions and materials. Two meetings will be held for your convenience (site representatives may attend either meeting):

Tuesday, October 22, 2013
8:00 – 8:30 a.m. OR 3:00 – 3:30 p.m.
Harold J. Ballard Parent Center Auditorium
2375 Congress Street

Questions regarding CSA should be directed to Michele Fettig, CSA Secretary/Treasurer, through district e-mail at mfettig@sandi.net or at 619-282-9596.

APPROVED:

A handwritten signature in black ink that reads "Cindy Marten". The signature is written in a cursive, flowing style.

Cindy Marten
Superintendent

CM:ms

Attachment

Distribution: Lists A, B, C, D, E, and F

SAN DIEGO UNIFIED SCHOOL DISTRICT
2013 COMMUNITY SERVICE ASSOCIATION (CSA) MEMBERSHIP CAMPAIGN

DESIGNATION OF SITE/COST CENTER REPRESENTATIVE

NAME OF SCHOOL,
DIVISION, OR
DEPARTMENT

LOCATION NO(S)

Our Community Service Association Representative(s) will be:

CLASSIFIED:*

Name (Please print)

School Mail Location Name
(building/room #)

CERTIFICATED:*

Name (Please print)

School Mail Location Name
(building/room #)

Signature of Area Superintendent, Central Office or
Site Administrator, Division or Department Head

Return this form via school mail to:

Michele Fettig, Secretary/Treasurer
Community Service Association

**PLEASE NOTE: Sites with 25 or more staff members should select representatives from the certified and classified staffs.*