

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 3, 2008

**To:** All Site Administrators, Division and Department Heads

**Subject:** 2008 COMMUNITY SERVICE ASSOCIATION (CSA) CAMPAIGN

**Department and/or Persons Concerned:** All Site Administrators, Division and Department Heads

**Due Date:** September 30, 2008

**Reference:** None

**Action Requested:**

1. Include mention of the CSA Membership Drive 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, September 30, 2008.

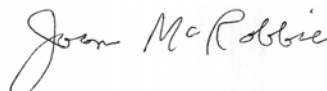
**Brief Explanation:**

Your assistance and leadership is required for the 2008 Community Service Association (CSA) membership campaign. This is extremely important to the many agencies in our community that depend upon our charitable contributions to provide needed services for thousands of San Diego children and adults. Its members include every classification of employee in the district.

This year's campaign will run from October 29 through December 5, 2008. The campaign will be discussed at a brief meeting where instructions/materials will be distributed. You and/or your site representative(s) should plan to attend one of the meetings:

Wednesday, October 29, 2008  
8:00 – 8:30 a.m. **or** 3:00 – 3:30 p.m.  
Harold J. Ballard Parent Center (2375 Congress Street)

Sites or departments with 25 or more staff members should select representatives from both certificated and classified staffs. Administrators are requested to rotate the assignment of CSA Site Representative if no staff members volunteer. If you have any questions, please contact Michele Fettig at 619-282-9596.

  
Joan McRobbie  
Interim Chief of Staff

JM:mf

Attachment

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

2008 COMMUNITY SERVICE ASSOCIATION (CSA) CAMPAIGN

NAME OF SCHOOL,  
DIVISION, OR  
DEPARTMENT

\_\_\_\_\_

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

Our Community Service Association Representative(s) will be:

CLASSIFIED:

\_\_\_\_\_  
Name

\_\_\_\_\_  
For nonschool sites, please indicate  
**Dept. Location No. or Dept. Name**

CERTIFICATED:

\_\_\_\_\_  
Name

\_\_\_\_\_  
For nonschool sites, please indicate  
**Dept. Location No. or Dept. Name**

\_\_\_\_\_  
Signature of Site Administrator,  
Division or Department Head

**Please return through school mail to Michele Fettig, Community Service Association, by Tuesday, September 30, 2008.**