

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: October 12, 2015

To: All Area Superintendents, Site Administrators, Division and Department Heads

Subject: 2015 COMMUNITY SERVICE ASSOCIATION (CSA) CAMPAIGN

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

Due Date: October 20, 2015

Reference: None

Action Requested:

1. Include announcement of the CSA Membership Campaign at a staff meeting or in a staff newsletter/email.
2. Complete and return attachment by email to csa@sandi.net, or through school mail addressed to Community Service Association (CSA), Education Center, by Tuesday, October 20, 2015.

Brief Explanation:

Your assistance and leadership is requested to ensure a successful 2015 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 20, 2015.

The CSA online membership campaign will be held from October 29 through December 4, 2015, see staff portal at <https://www.sandi.net/staff/community-service-association-csa/community-service-association-csa>. 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 Thursday, October 29, to receive campaign instructions and materials. Two meetings will be held for your convenience (site representatives may attend either meeting):

Thursday, October 29, 2015
8:00 – 8:30 a.m. **OR** 3:00 – 3:30 p.m.
Eugene Brucker Education Center Auditorium
4100 Normal Street

Campaign instructions and materials will be sent via school mail to site representatives who are unable to attend one of the above meetings.

Questions regarding CSA should be directed to Cheryl Ward, CSA Board of Directors Vice Chairperson, at 619-725-5522 or email CSA, at csa@sandi.net.

APPROVED:



Cindy Marten
Superintendent

CM:jfo

Attachment

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

ATTACHMENT
DUE DATE: October 20, 2015

SAN DIEGO UNIFIED SCHOOL DISTRICT
2015 COMMUNITY SERVICE ASSOCIATION (CSA) CAMPAIGN

DESIGNATION OF SITE/COST CENTER REPRESENTATIVE

NAME OF SCHOOL,
DIVISION, OR
DEPARTMENT

LOCATION NUMBER(S)

Our Community Service Association (CSA) Site Representative will be:

Name (Please print)

School Mail Location Name
(building/room #)

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

Return this form by October 20, 2015 by email to:

csa@sandi.net

or by school mail to:

Community Service Association (CSA)
Education Center