

**ADMINISTRATIVE CIRCULAR NO. 26**  
Office of the Superintendent

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 30, 2014

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

**Subject:** 2014 COMMUNITY SERVICE ASSOCIATION (CSA) CAMPAIGN

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

**Due Date:** October 14, 2014

**Reference:** None

**Action Requested:**

1. Include announcement 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, October 14, 2014.

**Brief Explanation:**

Your assistance and leadership is requested to ensure a successful 2014 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 14, 2014. 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 30 through December 5, 2014, at [www.sandi.net/csa](http://www.sandi.net/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 30, to receive campaign details, instructions and materials. Two meetings will be held for your convenience (site representatives may attend either meeting):

Thursday, October 30, 2014  
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](mailto:mfettig@sandi.net) or at 858-496-8708.

APPROVED:



Cindy Marten  
Superintendent

CM:mf

Attachment

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

SAN DIEGO UNIFIED SCHOOL DISTRICT  
2014 COMMUNITY SERVICE ASSOCIATION (CSA) 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, 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 certificated and classified staffs.*