

ADMINISTRATIVE CIRCULAR NO. 19
Office of the Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: August 31, 2017

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

Subject: 2017 COMMUNITY SERVICE ASSOCIATION (CSA) CAMPAIGN

Department and/or Persons Concerned: All district staff

Due Date: September 29, 2017

Reference: None

Action Requested:

1. Announcement of the CSA Membership Drive Campaign at a staff meeting or via the staff newsletter.
2. Complete and return the attachment through school mail to Community Service Association, by Friday, September 29, 2017.
3. Ensure that your site's CSA representative attends a site representative meeting/picks up site materials on Thursday, October 19, 2017, Auditorium, Eugene Brucker Education Center, 3-6 p.m. ***(Site Representatives meeting will take place from 3:30-4:00 p.m.)***

Brief Explanation:

Your assistance and leadership is needed to ensure a successful 2017 Community Service Association (CSA) membership campaign. Employee contributions through CSA benefit nearly 150 local agencies that provide needed services for thousands of children and adults within the San Diego community.

Please designate a representative to promote the CSA campaign at your site/cost center by returning the attached form as directed by Friday, September 29, 2017.

CSA's Fall Membership Drive Kick-off will be held on Thursday, October 19, 2017, Auditorium, Eugene Brucker Education Center, 3-6 p.m. ***The Site Representatives meeting will take place from 3:30-4:30 p.m.*** All site representatives should attend as campaign details and materials will be distributed at the event. Magnetic clips with CSA's logo will be distributed to those in attendance.

The CSA Fall Membership Drive will run from October 19 through December 8, 2017. CSA is seeking the assistance of site representatives to promote the use of PeopleSoft for CSA voluntary payroll deductions and donor designations. Site representatives for certain cost centers, i.e., Food Services and Prep Kitchens, Physical Plant Operations, Pupil Transportation) will continue to receive hard copy materials for distribution to staff.

This year CSA will continue to promote an online process that enables employees not only to sign up for a voluntary payroll deduction, but, if they choose, to also designate a donor via PeopleSoft. Once either or both actions are taken, members' status in CSA will remain intact and no further action will be required. Members wishing to make changes to membership status, donation level, or designated donor, may voluntarily do so at any time via PeopleSoft.

Note: The process for CSA membership and donor designations will remain the same for employees in Food Services and Prep Kitchens, Physical Plant Operations, and Pupil Transportation. For these cost centers, membership packets and hard copy forms will be prepared as per past practice. Site representatives are asked to pick up the packets on October 19 for distribution to staff within their cost center(s).

In addition, the CSA Board of Directors election will be held during the Fall Membership Campaign. There are openings on the Board in the following categories: certificated (1), and classified (1). CSA members are encouraged to consider running for election to the Board of Directors.

Questions regarding the CSA membership drive, site representatives meeting, or CSA Board of Directors election may be directed to Barbara Asaro, CSA Secretary/Treasurer, through district e-mail at csa@sandi.net.

Jim Felix
Chair, Board of Directors
Community Service Association

APPROVED:



Cindy Marten
Superintendent

CM:mf

Attachment

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

ATTACHMENT
DUE DATE: September 29, 2017

SAN DIEGO UNIFIED SCHOOL DISTRICT
2017 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 will be:

Name:
(please print)

School Mail Location Name:
(building/room#)

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

Please fold document to dotted line, staple and place in school mail.

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To: Barbara Asaro, Secretary/Treasurer
Community Service Association