

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 21, 2016

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

**Subject:** 2016 COMMUNITY SERVICE ASSOCIATION (CSA) CAMPAIGN

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

**Due Date:** September 30, 2016

**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 the attachment through school mail to Barbara Asaro, Community Service Association, by Friday, September 30, 2016.
3. Ensure that your site's CSA representative attends the 60<sup>th</sup> Anniversary Celebration/Fall Membership Drive Kick-off on Tuesday, October 4, 2016, Front Lawn, Eugene Brucker Education Center, 3-6 p.m. **Site Representatives meeting will take place from 3:30-4:30 p.m.**

**Brief Explanation:**

Your assistance and leadership is needed to ensure a successful 2016 Community Service Association (CSA) membership campaign. Employee contributions through CSA benefit over one hundred local agencies that provide needed services for thousands of San Diego children and adults.

Please designate a representative to promote the CSA campaign at your site/cost center by returning the attached form as directed by Friday, September 30, 2016.

CSA's 60<sup>th</sup> Anniversary Celebration and Fall Membership Drive Kick-off will be held on Tuesday, October 4, 2016, Front Lawn, 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.

The CSA Fall Membership Drive will be open from October 4 through December 9, 2016. CSA is seeking the assistance of site representatives to promote the use of PeopleSoft for CSA voluntary payroll deductions and donor designations.

Currently, district employees may become a CSA member through a voluntary payroll deduction either via PeopleSoft or through submission of a hard copy form. However, those wishing to designate a donor (e.g, Partnership for Education) must resubmit a hard copy form each school year. This year CSA is promoting a new online process that will enable staff 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.

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 will have the opportunity to pick up the packets on October 4 for distribution to staff within their cost center.

The CSA Board of Directors election will be held during the Fall Membership Campaign (October 4–December 9, 2016). There are openings on the Board in the following categories: administrator (1), certificated (3), and classified (1). CSA members are encouraged to consider running for election.

Questions regarding CSA may be directed to Barbara Asaro, CSA Secretary/Treasurer, through district e-mail at [csa@sandi.net](mailto:csa@sandi.net).

Jim Felix  
Chair, Community Service Association

APPROVED:



Cindy Marten  
Superintendent

CM:mf

Attachment

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

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
2016 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

*Fold to dotted line, staple and place in school mail.*

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**To: Barbara Asaro, Secretary/Treasurer  
Community Service Association**