

How do I transfer memberships?

You have several options for transferring memberships:

OPTION 1: You can log into [My Account](#) and fill out the online individual transfer form:

new! Hello, School District Owned Membership (SDM) Administrator. You can access and download your membership roster online, which includes member contact and dues information, renewal dates, and certification levels and expirations.

To transfer individual memberships, please click [here](#).

For the Multiple Member Transfer Form, please visit www.schoolnutrition.org/sdm.

* PLEASE CLICK HERE TO VIEW YOUR MEMBERS: [SDM ROSTER](#)

SDM Currently Assigned to this Person:

*Name:
 *Member ID:
 *Membership Category:
 Forwarding Phone Number:
 Forwarding Email Address:
 Forwarding Mailing Address:

Make sure to fill out all of the required fields for the individual that currently has the membership:

- Name
- Member ID
- Membership Category

(Please note forwarding contact information is especially important for certified or credentialed members).

SDM Should be Transferred to this Person:

*Name:
 Job Title:
 Email:
 Member ID:
(applies only to existing members)
 *Membership Category:
(must be same category as above)
 *School Name:
 Chapter No.:
 Home Phone:
 Work Phone:
 Fax:
 *Work Mailing Address:
(SDM requires work address)
 *City:
 *State:
 *Zip:
 Referred by: (optional)

Make sure to fill out the required fields for person to be transferred membership:

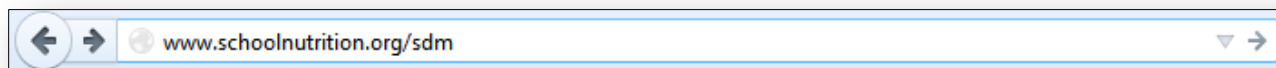
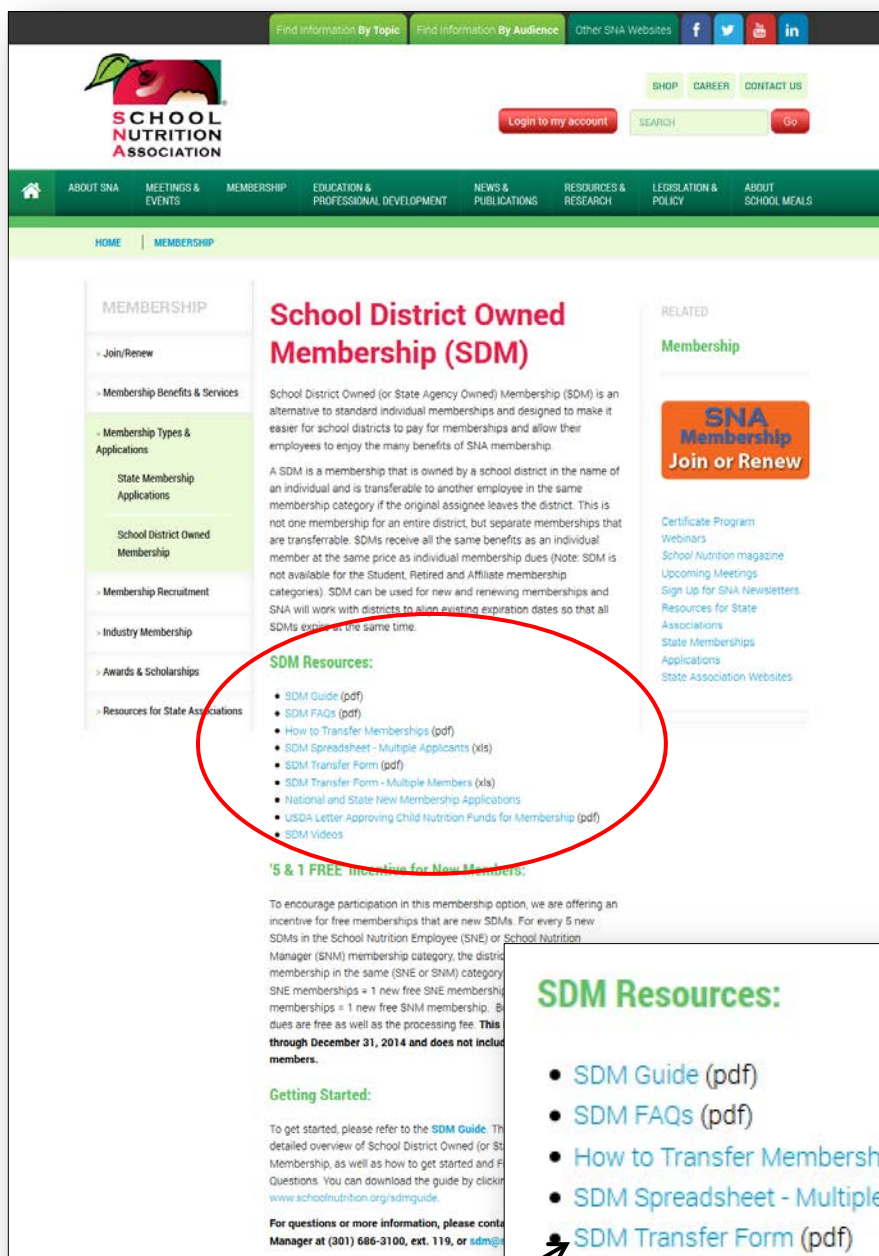
- Name
- Membership Category*
- School Name
- Work Mailing Address
- City/State/Zip

***NOTE: Membership Category MUST match above membership category**

Once complete, click **SUBMIT**. You will be notified when your transfer is complete within about 2 business days.

Submit

OPTION 2: You can go to: www.schoolnutrition.org/sdm and download the forms.

SCHOOL NUTRITION ASSOCIATION

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School District Owned Membership (SDM)

School District Owned (or State Agency Owned) Membership (SDM) is an alternative to standard individual memberships and designed to make it easier for school districts to pay for memberships and allow their employees to enjoy the many benefits of SNA membership.

A SDM is a membership that is owned by a school district in the name of an individual and is transferable to another employee in the same membership category if the original assignee leaves the district. This is not one membership for an entire district, but separate memberships that are transferable. SDMs receive all the same benefits as an individual member at the same price as individual membership dues (Note: SDM is not available for the Student, Retired and Affiliate membership categories). SDM can be used for new and renewing memberships and SNA will work with districts to align existing expiration dates so that all SDMs expire at the same time.

SDM Resources:

- [SDM Guide \(pdf\)](#)
- [SDM FAQs \(pdf\)](#)
- [How to Transfer Memberships \(pdf\)](#)
- [SDM Spreadsheet - Multiple Applicants \(xls\)](#)
- [SDM Transfer Form \(pdf\)](#)
- [SDM Transfer Form - Multiple Members \(xls\)](#)
- [National and State New Membership Applications](#)
- [USDA Letter Approving Child Nutrition Funds for Membership \(pdf\)](#)
- [SDM Videos](#)

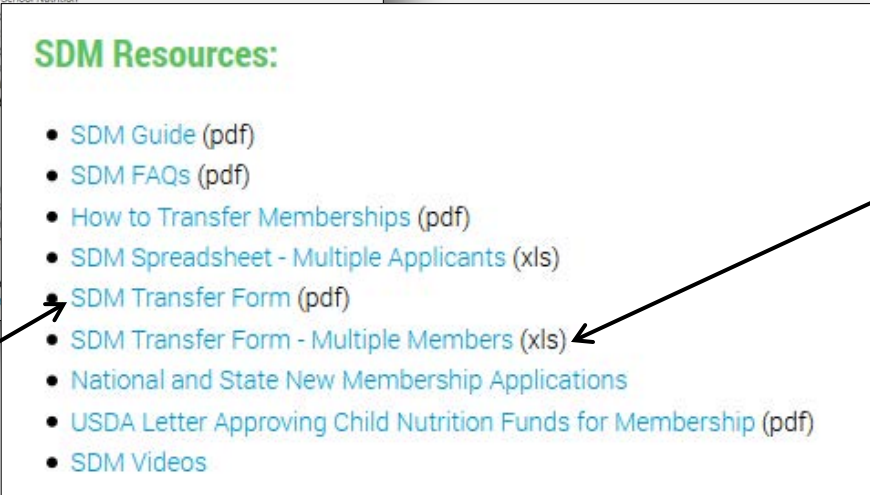
5 & 1 FREE Incentive for New Members!

To encourage participation in this membership option, we are offering an incentive for free memberships that are new SDMs. For every 5 new SDMs in the School Nutrition Employee (SNE) or School Nutrition Manager (SNM) membership category, the district membership in the same (SNE or SNM) category SNE memberships = 1 new free SNE membership, SNM memberships = 1 new free SNM membership. Both are free as well as the processing fee. **This offer is available through December 31, 2014 and does not include renewals.**

Getting Started:

To get started, please refer to the [SDM Guide](#). The guide provides a detailed overview of School District Owned (or State Agency Owned) Membership, as well as how to get started and frequently asked questions. You can download the guide by clicking www.schoolnutrition.org/sdmguide.

For questions or more information, please contact the Membership Manager at (301) 686-3100, ext. 119, or sdm@schoolnutrition.org.



SDM Resources:

- [SDM Guide \(pdf\)](#)
- [SDM FAQs \(pdf\)](#)
- [How to Transfer Memberships \(pdf\)](#)
- [SDM Spreadsheet - Multiple Applicants \(xls\)](#)
- [SDM Transfer Form \(pdf\)](#)
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- [SDM Videos](#)

OPTION 3: You can contact sdm@schoolnutrition.org for the Individual or Multiple Member Transfer Forms.

SCHOOL DISTRICT OWNED MEMBERSHIP - TRANSFER FORM							
PLEASE EMAIL COMPLETED FORM TO: SDM@SCHOOLNUTRITION.ORG							
SDM CURRENTLY ASSIGNED:							
MEMBER ID	NAME	SCHOOL/DISTRICT	HOME ADDRESS*	MEMBERSHIP CATEGORY	CHAPTER	PHONE #*	EMAIL*

**Please note: Forwarding contact information (home address, phone, and email) is required for all transfers.*

SDM SHOULD BE TRANSFERRED TO:							
MEMBER ID <small>(Please Mark if NEW)</small>	NAME	SCHOOL/DISTRICT	BUSINESS ADDRESS	CATEGORY	CHAPTER	PHONE #	EMAIL

ADMINISTRATOR NAME: _____
 ADMINISTRATOR MEMBER ID: _____
 WORK PHONE: _____
 EMAIL: _____
 DATE: _____

***Note: Administrator must be the same name indicated as the School District Administrator on the current membership roster*

Multiple Member Transfer Form

- A FEW THINGS TO NOTE:**
- You can only transfer memberships of the same membership category (i.e. you can only transfer a School Nutrition Employee (SNE) membership to another School Nutrition Employee (SNE)).
 - The SDM administrator that you indicate on your transfer form must match the SDM administrator on the SDM roster in SNA's database.
 - The individual(s) you are transferring membership from must be active SNA members (not in grace or expired) and current School District (or State Agency) Owned Members (SDM).

SCHOOL DISTRICT OWNED MEMBERSHIP TRANSFER FORM	
Please complete the following form in order to transfer a School District Owned Membership to another individual. Transfers can only occur within the same membership category. Only designated SDM Administrators can authorize and sign this form.	
SDM CURRENTLY ASSIGNED TO THIS PERSON:	
Name: _____	Membership Category: _____
Forwarding Contact Information:*	
Address: _____	
Individual Member Transfer Form	
Member ID: _____	Membership Category: _____
<small>(Applies only to existing members) (Must be same category as above)</small>	
School/District Name: _____	Chapter No. _____
Home Phone: _____	Work Phone: _____ Fax: _____
Work Mailing Address: (SDM requires work address)	
Address: _____	
City: _____ State: _____ Zip: _____	
Referred by (optional): _____	
Administrator's Name: _____	
<small>(Must be the designated SDM Administrator)</small>	
School District: _____	State: _____
Work Phone: _____	Email: _____
Signature: _____	Date: _____
PLEASE RETURN TO SNA ATTN: MEMBERSHIP DEPARTMENT FAX: (301) 686-3115 – EMAIL: SDM@SCHOOLNUTRITION.ORG	
<small>Updated: 5/17/2013</small>	