How do I transfer memberships?

There are several options for transferring memberships:

**OPTION 1:** You can log into [My Account](#) to complete and submit the online transfer form:

Hello, School District 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 print individual membership cards, click on SDM Roster (below) and look on the Member ID number.

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

For the Multiple Member Transfer Form, please visit [https://schoolnutrition.org/sdm](https://schoolnutrition.org/sdm).

*PLEASE CLICK HERE TO VIEW YOUR MEMBERS: SDM ROSTER*

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### SDM Currently Assigned to this Person:

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

(Please note: Forwarding information is especially important if he/she is an SNA certificate holder or credentialed.)

### 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:**

Make sure to fill out all of the required fields for the individual that currently has the membership:
- Name
- Member ID
- Membership Category

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
- Reason for transfer

*NOTE: Membership Category MUST match above membership category*
OPTION 2: You can go to: www.schoolnutrition.org/sdm and download the forms.
OPTION 3: You can contact sdm@schoolnutrition.org for the Individual or Multiple Member Transfer Forms.

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) Members (SDM).