

School District Membership (SDM)

Frequently Asked Questions

I want to make ONE annual payment for all memberships. Can I align all memberships to the have the same expiration date?

Yes, SNA is happy to work with school districts or state agencies to align memberships. There are a few important things to consider when making the decision to align memberships:

1. To align all memberships to a common expiration date all memberships need to be paid/renewed at the same time.
2. For renewals, if one or more of the memberships is already valid beyond the preferred alignment date, there would be a one-time loss of membership time with the alignment. **SNA cannot prorate membership dues.** *Example:* You have 5 SDMs and want to align all memberships to expire on March 31st annually, but two of your memberships currently expire on June 30th. By renewing all 5 memberships in March, SNA can align all to expire in March. The two June memberships will lose 3 months of membership time with the alignment.
3. SDMs **DO NOT** have to be aligned in order to make one annual renewal payment. *This is one of the benefits of having School District Membership (SDM).* *Example:* You have 5 SDMs with varying expiration dates – 2 in February and 3 in March. You can renew all 5 memberships in February and all expiration dates will be extended for another year. **There is no loss of membership time.**

I'm with a State Agency. Is there a State Agency Membership Option?

Yes, State Agency Membership and School District Membership are essentially the same. All state agency members must select the SDS membership category and corresponding dues. **The '5 and 1 Free' SDM membership incentive does not apply to state agency members.**

What membership categories cannot be SDM?

The following membership categories are not eligible for School District Membership:

- Student
- Retired
- Affiliate Employee
- Affiliate Retired

Do I need to include an email address for each member?

Yes, having a unique and valid email address on record ensures the best access to all SNA member benefits, including high-quality educational webinars and other learning resources. Shared or duplicate email address cannot be used for security purposes. *We certainly understand that not everyone has an email address. In this case, you can leave that field blank.*

If I transfer a membership, will the individual that has been transferred membership be eligible to vote in the SNA election?

In order to vote in the SNA election (held every February), each member must have a unique and valid email address in their SNA record and they must have had active membership as of **November 30th** of the previous year. Members will not be able to vote if they became a member, reinstated their membership or were transferred a membership after November 30th.

Is there a limit to how many members I can have in my SDM?

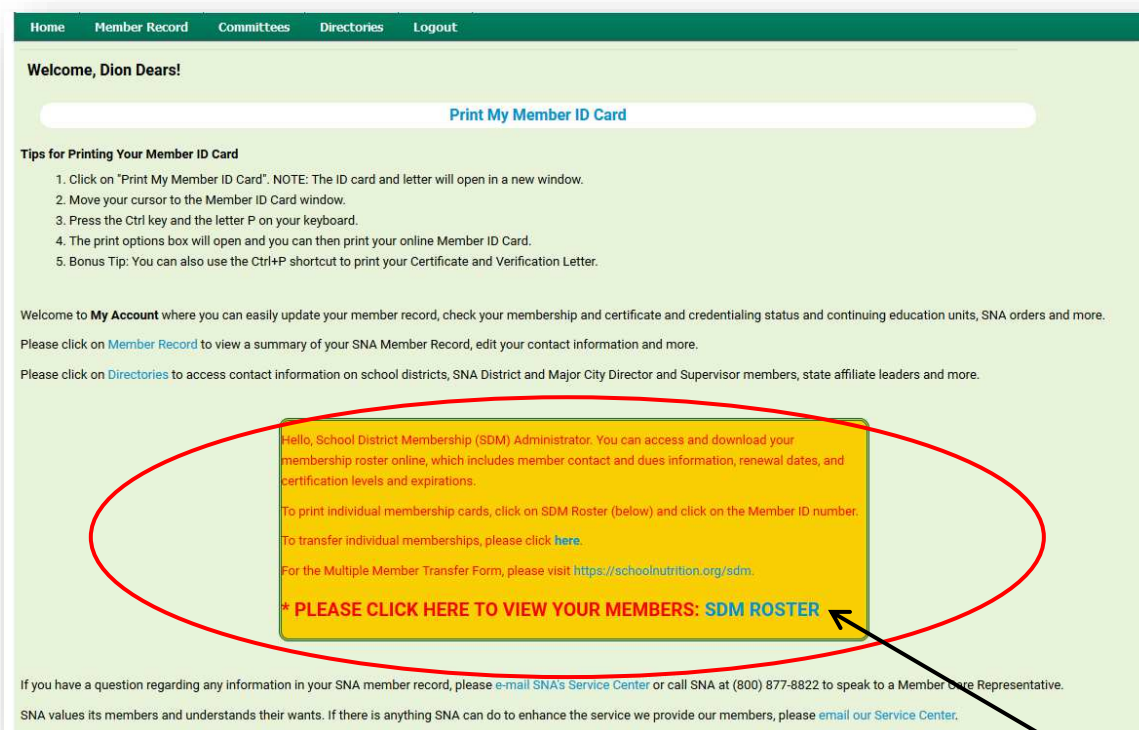
There is **no limit** to the number of members that can be SDM.

Does everyone in my school district (or state agency) have to be SDM?

No. A school district (or state agency) can decide how many individuals to include in the SDM. There are no *all or nothing* restrictions for this membership option.

How do I view my SDM roster?

The SDM administrator can view their SDM roster by logging into [My Account](#). From the account homepage, click on **SDM ROSTER**.



Home Member Record Committees Directories Logout

Welcome, Dion Dears!

[Print My Member ID Card](#)

Tips for Printing Your Member ID Card

1. Click on "Print My Member ID Card". NOTE: The ID card and letter will open in a new window.
2. Move your cursor to the Member ID Card window.
3. Press the Ctrl key and the letter P on your keyboard.
4. The print options box will open and you can then print your online Member ID Card.
5. Bonus Tip: You can also use the Ctrl+P shortcut to print your Certificate and Verification Letter.

Welcome to **My Account** where you can easily update your member record, check your membership and certificate and credentialing status and continuing education units, SNA orders and more.

Please click on [Member Record](#) to view a summary of your SNA Member Record, edit your contact information and more.

Please click on [Directories](#) to access contact information on school districts, SNA District and Major City Director and Supervisor members, state affiliate leaders and more.

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 click on the Member ID number.

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

For the Multiple Member Transfer Form, please visit <https://schoolnutrition.org/sdm>.

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

If you have a question regarding any information in your SNA member record, please e-mail [SNA's Service Center](#) or call SNA at (800) 877-8822 to speak to a Member Care Representative.

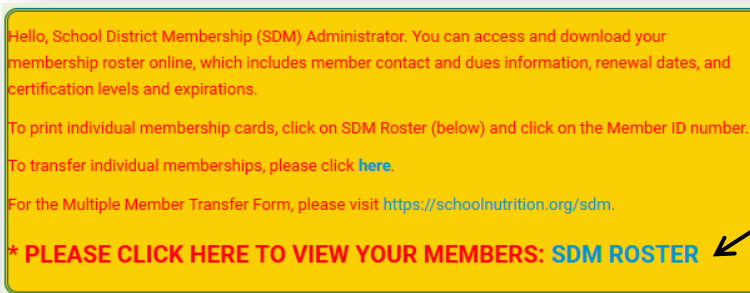
SNA values its members and understands their wants. If there is anything SNA can do to enhance the service we provide our members, please [email our Service Center](#).

NOTE: Your SDM roster is updated in real-time with SNA's database.

How do I export my SDM roster to an Excel spreadsheet?

The following steps detail how to export a copy of your SDM roster to an Excel spreadsheet:

1. Login to [My Account](#)
2. Click on **SDM ROSTER**



3. Your roster will open in a separate tab or window
4. Click on the **DOWNLOAD** button

Download

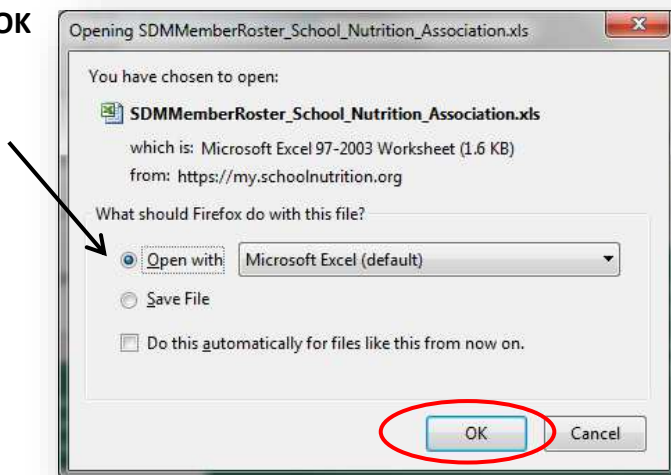
637952 **Dion Dears**
2900 S Quincy Street
Arlington, VA 22206

SDM Membership Roster
School Nutrition Association

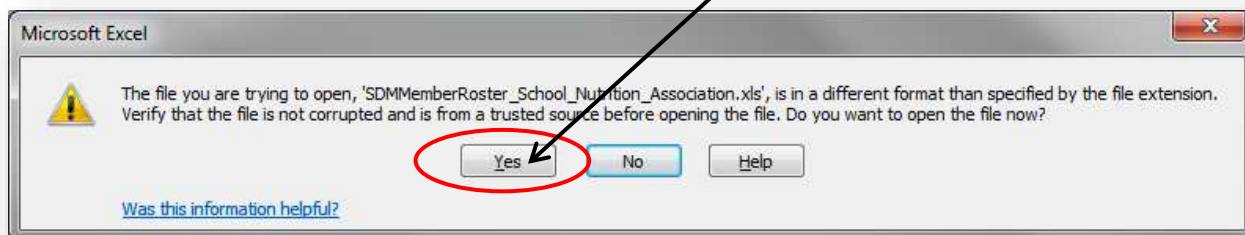
As of 3/26/2019

ID	Last, First Middle	District/School	Address	City, State Zip	Email Address	W Phone	H Phone	Dues Paid Thru	Chapte
633249	White, Derrick J	School Nutrition Association	2900 S Quincy Street	Arlington, VA 22206	dwhite@schoolnutrition.org	(703) 824-3000		12/31/2019	VA

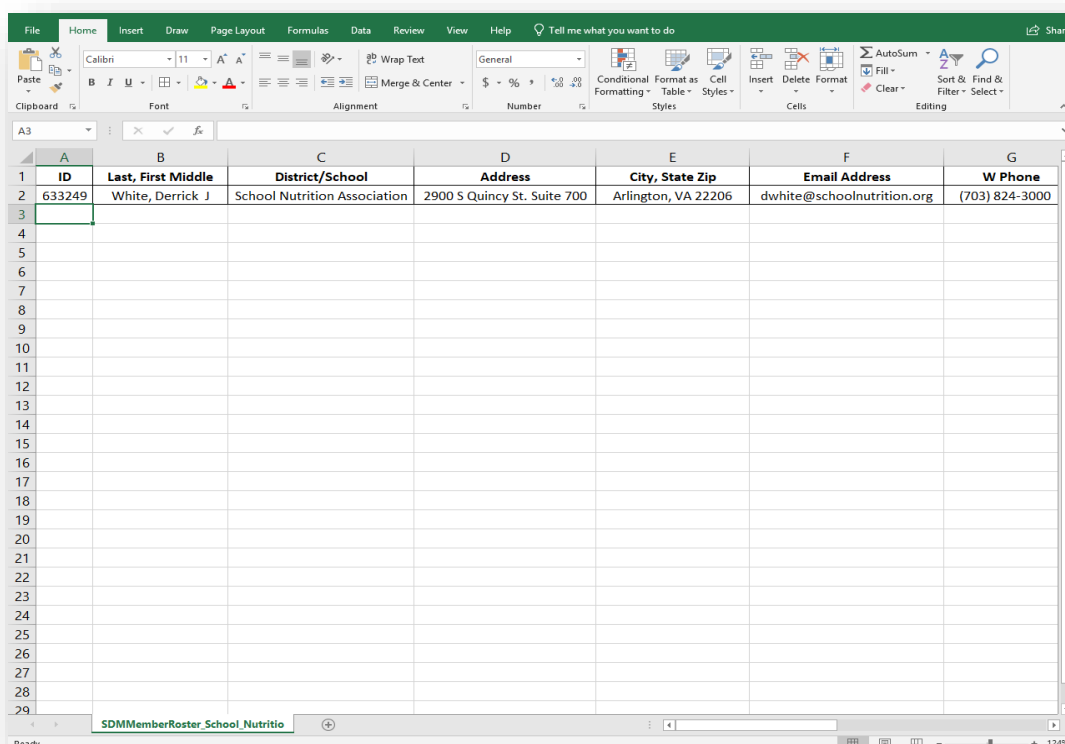
5. Select radio button to **OPEN WITH: MICROSOFT EXCEL**
6. Click **OK**



7. If the following box appears, click **YES**



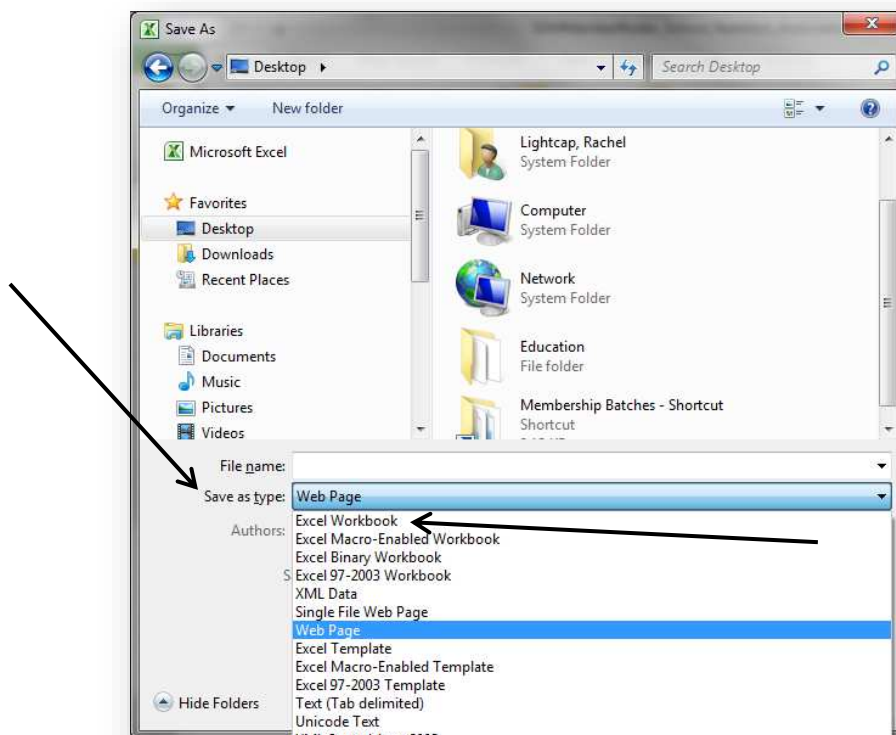
8. Your spreadsheet will load in Excel.



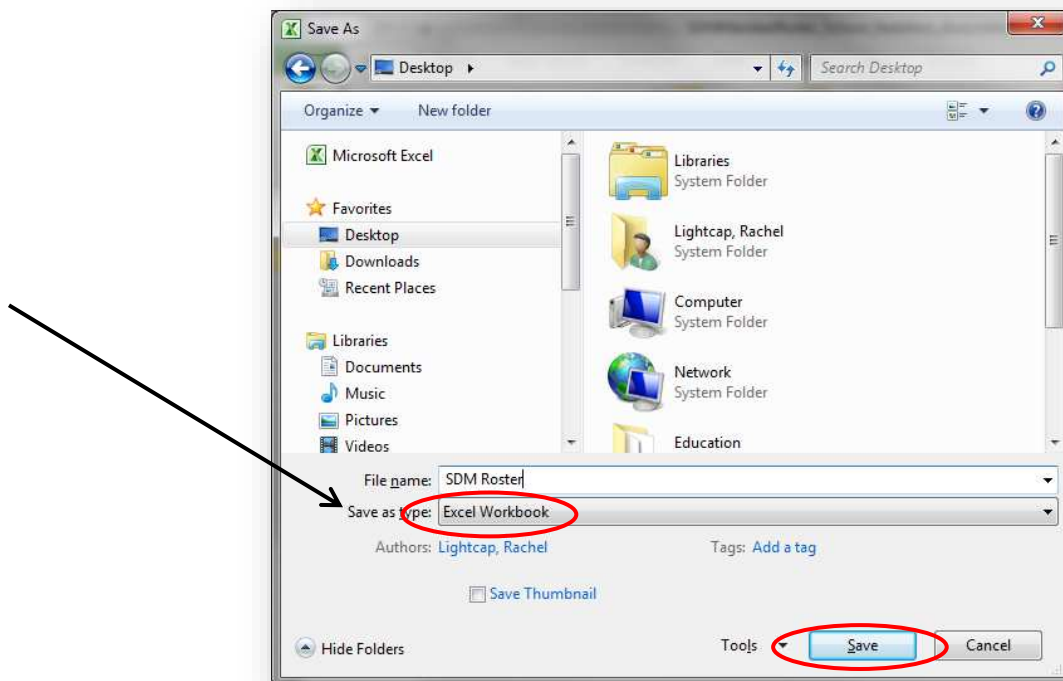
	A	B	C	D	E	F	G
1	ID	Last, First Middle	District/School	Address	City, State Zip	Email Address	W Phone
2	633249	White, Derrick J	School Nutrition Association	2900 S Quincy St. Suite 700	Arlington, VA 22206	dwhite@schoolnutrition.org	(703) 824-3000
3							
4							
5							
6							
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23							
24							
25							
26							
27							
28							
29							

NOTE: If you make any changes to your SDM roster, please **highlight** the changes and email them to SNA at sdm@schoolnutrition.org.

9. Save the spreadsheet by going to **FILE → SAVE AS**
10. Once in **SAVE AS**, select location to save your file and change the **SAVE AS TYPE** dropdown to **EXCEL WORKBOOK**



11. Name the file and click **SAVE**



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 click on the Member ID number.

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

For the Multiple Member Transfer Form, please visit <https://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:

(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:

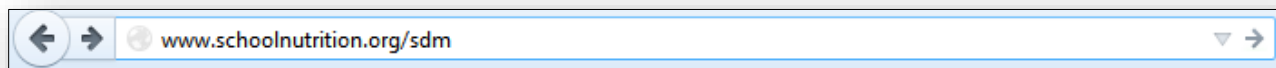
- Name
- Member ID
- Membership Category

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.



School District Membership (SDM)

School District (or State Agency) Membership (SDM) is an alternative to individual membership that is designed to make it easy for school districts to manage and pay for memberships, allowing their school nutrition professionals to enjoy the many benefits of SNA membership.

SDM is a membership that is purchased by a school district (or state agency) in the name of an individual. The membership is transferable to another employee in the same membership category if the original assignee leaves the district. SDM is not one membership for an entire district, but separate memberships that are transferrable. SDMs receive all the same benefits as individual SNA members and there is no difference in the dues rate. 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 memberships so that all 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](#)

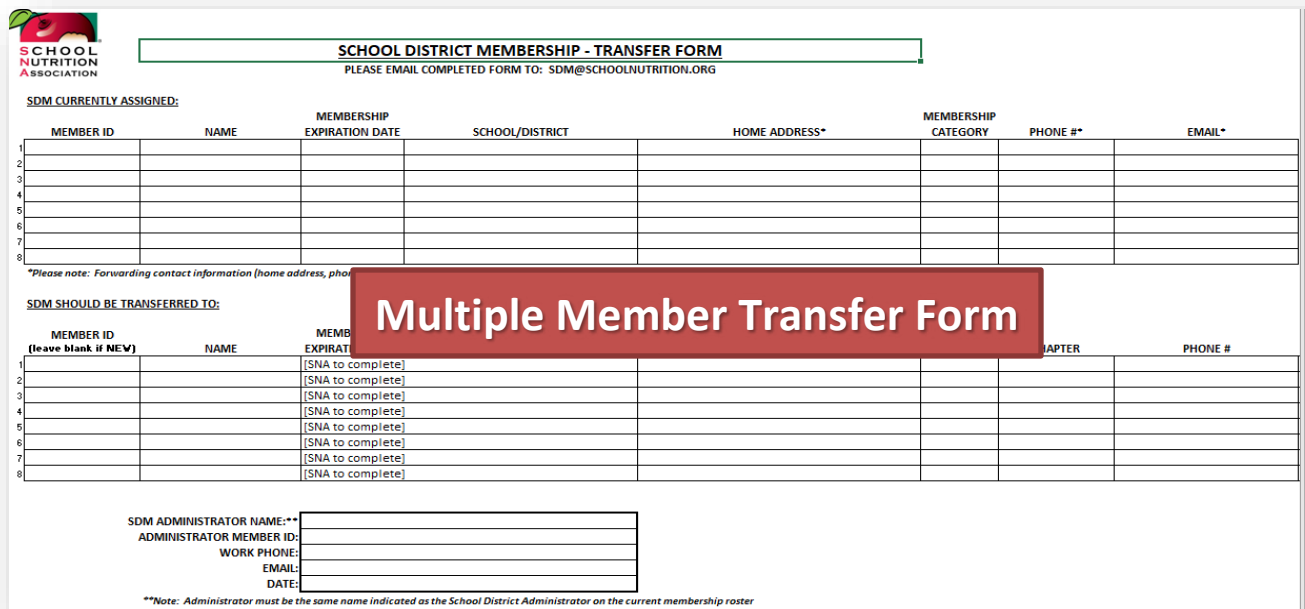
'5 & 1 FREE' Incentive for New Members:

To encourage participation in the SDM Program, we are having a promotion where for every 5 new SDMs (SNE) or School Nutrition Manager (SNM) membership categories, the 6th new membership in the same (SNE or SNM) category. The 6th new membership is free. **National and state dues, as well as the processing fee.**

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](#)

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



SCHOOL DISTRICT MEMBERSHIP - TRANSFER FORM
PLEASE EMAIL COMPLETED FORM TO: SDM@SCHOOLNUTRITION.ORG

SDM CURRENTLY ASSIGNED:

MEMBER ID	NAME	MEMBERSHIP EXPIRATION DATE	SCHOOL/DISTRICT	HOME ADDRESS*	MEMBERSHIP CATEGORY	PHONE #*	EMAIL*
1							
2							
3							
4							
5							
6							
7							
8							

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

SDM SHOULD BE TRANSFERRED TO:

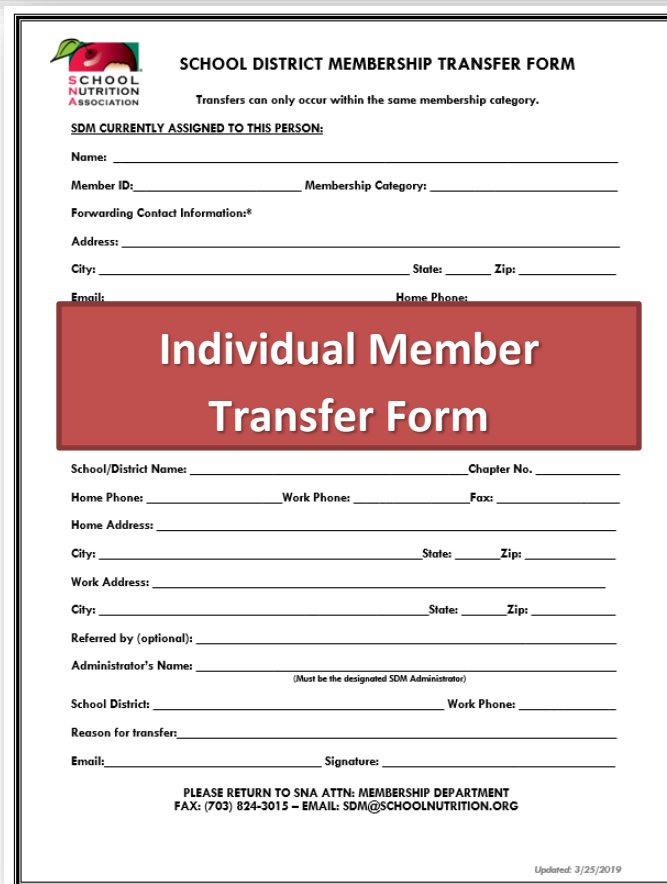
MEMBER ID (leave blank if NEW)	NAME	MEMBERSHIP EXPIRATION DATE	SCHOOL/DISTRICT	HOME ADDRESS*	MEMBERSHIP CATEGORY	PHONE #*	EMAIL*
1		[SNA to complete]					
2		[SNA to complete]					
3		[SNA to complete]					
4		[SNA to complete]					
5		[SNA to complete]					
6		[SNA to complete]					
7		[SNA to complete]					
8		[SNA to complete]					

SDM 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

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).



SCHOOL DISTRICT MEMBERSHIP TRANSFER FORM
Transfers can only occur within the same membership category.

SDM CURRENTLY ASSIGNED TO THIS PERSON:

Name: _____
Member ID: _____ Membership Category: _____
Forwarding Contact Information: *
Address: _____
City: _____ State: _____ Zip: _____
Email: _____ Home Phone: _____

Individual Member Transfer Form

School/District Name: _____ Chapter No. _____
Home Phone: _____ Work Phone: _____ Fax: _____
Home Address: _____
City: _____ State: _____ Zip: _____
Work Address: _____
City: _____ State: _____ Zip: _____
Referred by (optional): _____
Administrator's Name: _____
(Must be the designated SDM Administrator)
School District: _____ Work Phone: _____
Reason for transfer: _____
Email: _____ Signature: _____

PLEASE RETURN TO SNA ATTN: MEMBERSHIP DEPARTMENT
FAX: (703) 824-3015 – EMAIL: SDM@SCHOOLNUTRITION.ORG

Updated: 2/25/2019

When I transfer a membership, does the member ID transfer too?

No. When you transfer a membership, the individual who is being transferred out keeps their ID number. The individual who is being transferred in either gets a new ID number or keeps their existing ID number (if they are a current/previous SNA member).

Why do I need to include the forwarding contact information for the person I am transferring out?

Forwarding contact information (such as home address, phone and/or email) is important so that SNA can stay in touch with the person who is transferred out, especially if he/she is credentialed or has a SNA certificate. Some members that are transferred out of an SDM chose to continue SNA membership on their own.

Who is eligible for the '5 and 1 Free' incentive?

Only School Nutrition Employees (SNE) and School Nutrition Managers (SNM) are eligible for the '5 and 1 Free' incentive and they all must be new SNA members.

For the '5 and 1 Free' incentive, do I still need to pay state dues? Processing Fee?

For the '5 and 1 Free' incentive, both national and state dues as well as the processing fee are free. You do not owe anything for the free membership.

Can I redeem my free membership at a later date?

No, the free membership, per the '5 and 1 Free' incentive, must be redeemed at the same time that you sign up 5 new members. You cannot redeem it at a later date.

Is there a school district (or state agency) option for the certificate program?

No, there is no school district (or state agency) option for the certificate option. However, SDM administrators can log into [My Account](#) and download their SDM roster, which includes current certificate levels, expiration dates and renewal fees. This roster is a great resource for tracking and keeping up with certificate renewals.

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 click on the Member ID number.

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

For the Multiple Member Transfer Form, please visit <https://schoolnutrition.org/sdm>.

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

Chapter	Cert. Level	Cert. Fee	Cert. Expire Date	National Dues	State Dues	Processing Fee	Membership Total
A 2Q	Level 1 Certificate	\$10.00	07/31/2017	\$33.00	\$14.00	\$2.00	\$49.00
A 2Q	Level 1 Certificate	\$10.00	02/28/2018	\$33.00	\$14.00	\$2.00	\$49.00
A 2Q				\$33.00	\$14.00	\$2.00	\$49.00
A 2Q	Level 1 Certificate	\$10.00	07/31/2017	\$33.00	\$14.00	\$2.00	\$49.00
A 2Q				\$33.00	\$14.00	\$2.00	\$49.00
A 2Q	Level 1 Certificate	\$10.00	09/30/2017	\$33.00	\$14.00	\$2.00	\$49.00
A 2Q				\$33.00	\$14.00	\$2.00	\$49.00
A 2Q	Level 1 Certificate	\$10.00	10/31/2017	\$33.00	\$14.00	\$2.00	\$49.00
A 2Q	Level 1 Certificate	\$10.00	07/31/2017	\$33.00	\$14.00	\$2.00	\$49.00

How can I view and/or print SNA membership cards for SDM members?

The administrator can login to [My Account](#) and view and/or print memberships cards by:

1. Clicking on the SDM Roster link.

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 click on the Member ID number.

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

For the Multiple Member Transfer Form, please visit <https://schoolnutrition.org/sdm>.

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

2. From the SDM Roster, click on the Member ID number.

Download

637952 Dion Dears 2900 S Quincy Street Arlington, VA 22206 **SDM Membership Roster** School Nutrition Association *As of 3/26/2019*

ID	Last, First Middle	District/School	Address	City, State Zip	Email Address	W Phone	H Phone	Dues Paid Thru	Chapte
633249	White, Derrick	School Nutrition Association	2900 S Quincy Street	Arlington, VA 22206	dwhite@schoolnutrition.org	(703) 824-3000		12/31/2019	VA

3. The membership card will open in a new window that can be viewed and/or printed.



How do I add individual members to my existing SDM?

If you would like to add members to your existing SDM, you can use the SNA National and State New Member Application (found at: www.schoolnutrition.org/statedues). There are two sections on this application that are unique to SDM:

- SECTION 11:** Under the School District/State Agency Owned Membership column, check the box that corresponds to appropriate membership category. **Note: SDM excludes Student, Retired and Affiliate membership categories.**

11 Membership Category (Check either individual membership or school district/state agency membership (SDM). See back for description)

Member Categories	National Dues	
	Individual Membership	School District/State Agency Membership
SN Employee	\$36 <input type="checkbox"/>	\$36 <input type="checkbox"/>
Student	\$36 <input type="checkbox"/>	N/A
Retired	\$36 <input type="checkbox"/>	N/A
SN Manager	\$38 <input type="checkbox"/>	\$38 <input type="checkbox"/>
District Director/Supv/Spec	\$130 <input type="checkbox"/>	\$130 <input type="checkbox"/>
Major City Director/Supv/Spec	\$130 <input type="checkbox"/>	\$130 <input type="checkbox"/>
State Agency Director and Staff	\$130 <input type="checkbox"/>	\$130 <input type="checkbox"/>
Nutrition Educator	\$130 <input type="checkbox"/>	\$130 <input type="checkbox"/>
Other	\$130 <input type="checkbox"/>	\$130 <input type="checkbox"/>
Affiliate Employee	\$18 <input type="checkbox"/>	N/A
Affiliate Retired	\$18 <input type="checkbox"/>	N/A

12 Employed by? ☐ Public School ☐ Private Management Company
☐ Private School ☐ CACFP

13 Does your employer pay your dues? ☐ Yes ☐ No

14 Are you responsible for school nutrition operations in your school district? ☐ Yes ☐ No

National, State Dues and Processing Fee are required.

15 NATIONAL DUES \$

16 STATE DUES* \$

17 PROCESSING FEE \$

18 TOTAL DUES \$

19 Tax-deductible contribution to SN Foundation \$

☐ \$10 ☐ \$25 ☐ \$50 ☐ Other

20 TOTAL PAYMENT \$

21 CREDIT CARD INFO: EXP. DATE

#

22 FOR SCHOOL DISTRICT MEMBERSHIP (SDM) ONLY

SDM Main Contact Name

(Optional) SDM Main Contact Member ID

Email

Business Phone Number

23 Individual Membership Signature **Date**

For SDM multiple applicants, you may use a spreadsheet found at www.schoolnutrition.org/sdm.

See reverse side for important information.

Dues subject to change.

Return this form with your credit card information, or your check or money order made out to SNA
 Mail application to SNA, PO Box 759297, Baltimore, MD 21275-9297

Rev 09/18

2. **SECTION 22:** Please indicate the SDM administrator, including their name, member ID (if known), email address and business phone number.

22 **FOR SCHOOL DISTRICT MEMBERSHIP (SDM) ONLY**

SDM Main Contact Name _____

(Optional) SDM Main Contact Member ID _____

Email _____

Business Phone Number _____

***IN ORDER TO ENSURE THAT THE NEW MEMBER(S) IS PROPERLY ADDED TO YOUR SDM, IT IS EXTREMELY IMPORTANT THAT THE AFOREMENTIONED SECTIONS ARE COMPLETED.**

What is the role of the SDM administrator?

The SDM administrator (or SDM admin) is the individual who will be the primary contact for renewals, transfers and any changes to the SDM membership roster. Renewals will be emailed to the SDM administrator once or twice a year via email. There can only be one person designated as the SDM administrator and this individual does not need to be a SNA member.

How do I add multiple members to my existing SDM?

To add 3 or more members to an existing SDM, please download the *SDM Multiple Applicants* spreadsheet located at: www.schoolnutrition.org/sdm. Complete the steps previously detailed on pages 3-5. Make sure to include the name of the existing SDM administrator and if possible, his/her member ID.

Can I have an SDM with only one member?

Yes – It is possible to have an SDM with only 1 member. This affords the school district (or state agency) the ability to transfer the membership if needed. To set up an SDM with 1 member, please complete the steps detailed on page 17.

Can a school district (or state agency) have more than one SDM administrator?

Only one SDM administrator is permitted for each school district or state agency.

Can the SNA magazines and membership cards be delivered to the members' home address?

Yes – If desired, the preferred mailing address can be your members' home or business. However, you cannot have the membership card go to one address and the magazine go to another. They must both be sent to the same address. To change or update the preferred mailing address, individual members can login to [My Account](#) on the SNA website or SDM administrators can contact SNA at sdm@schoolnutrition.org.

I would like to add several members to my SDM (new and existing SNA members); however, some of their memberships have just been renewed. Do we need to pay for everyone now?

You can add members to an SDM even if they are not up for renewal. If you are setting up a new SDM, you only need to pay for new memberships and/or memberships that are expired or coming up for renewal. If you are unsure about a member's expiration date, please email sdm@schoolnutrition.org or call (703) 824-3000.

I would like to learn more about School District (or State Agency) Membership (SDM). What other resources are available?

You can find more information about SDM on the SNA website at www.schoolnutrition.org/sdm