



A GUIDE TO SCHOOL DISTRICT/STATE AGENCY MEMBERSHIP (SDM)

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Last Updated Sept 2023

OVERVIEW

School District (or State Agency) Membership (SDM) is an alternative to standard individual membership and it's designed to meet the needs of the changing workforce by enabling school districts to keep school nutrition staff informed and educated about feeding students. The goal of SDM is to make it easier for school districts to pay for memberships and allow their employees to enjoy the many benefits of SNA membership.

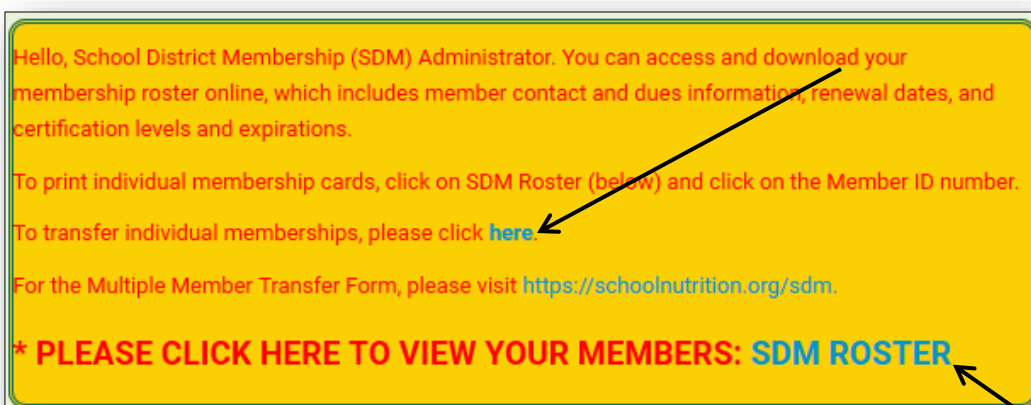
An SDM is a membership that is purchased by a school district in the name of an individual. The membership is transferable to another employee in the same membership category, if the original assignee leaves the district. SDM is not one membership for an entire district, but separate memberships that 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 expiration dates so that all expire at the same time.

SDM ADMINISTRATOR:

All SDMs must designate an administrator. The administrator serves as the main contact and will be sent the annual SDM renewal notice (via email). The administrator is also authorized to transfers memberships. To protect the privacy of member information, SNA will provide the administrator with guidelines on how member data can be used.

MY ACCOUNT:

The SDM administrator can log into [My Account](#) on the SNA website to view their current roster - which includes member contact info, dues information, renewal dates, and certificate levels and expiration dates. In addition, SDM Transfer Forms (for multiple and individual transfers) can be accessed in My Account. They are also available on the [SNA Website](#).



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**

'5 & 1 FREE' INCENTIVE:

To encourage participation in the SDM Program, we are happy to offer 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 receives 1 free new membership in the same (SNE or SNM) category. **The free membership includes SNA National and state dues, as well as the processing fee.**

GETTING STARTED

To get started, you will need to fill out the *SDM Multiple Applicants* spreadsheet that can be found on the [SNA Website](#). For a copy of your school district's or state agency's existing members, please call SNA at: (703) 824-3019 or email us at: sdm@schoolnutrition.org.

The following section provides helpful information for filling out the *SDM Multiple Applicants* spreadsheet:

Columns A-L – General Contact Information:

If any of your members have an existing SNA member ID, please include it in the first column (ID). If you are unsure, place a question mark. If the individual is a new member, write 'New' next to their name in the first column (ID). Please complete the name, school district, school name, address, phone and email fields – including as much information as possible. If someone does not have an email address, you may leave this field blank. If you would like your member's preferred mailing address to be their home address (vs. the business address), please include their home address in column J. Otherwise, you can leave this column blank.

| | A | B |
|---|--------|---------------|
| 1 | ID | Full Name |
| 2 | New | Sally Sanders |
| 3 | ? | John Smith |
| 4 | 123456 | Sue Dorn |
| 5 | | |

Column M - Email:

If possible, please include a unique and valid email address for all of your members. This will ensure the best online access to all SNA member benefits. Duplicate or shared email addresses cannot be used for security purposes. A unique and valid email address also enables the member to be notified once their membership has been processed.

Column N - Referred By:

For new members, you can indicate the SNA member that referred them in this column. Please include the first and last name and if possible, their SNA member ID. The referrer can earn [SNA Star Club](#) points and also be eligible to win prizes for membership drives, etc.

Column O - Chapter:

If you know the chapter, please indicate it in this column, otherwise, please write in your state abbreviation (i.e. Maryland = MD).

| N | O | P |
|--------------------|----------------|--------------------|
| Referred By | Chapter | Member Type |
| Sharon Smith | MD | DDS |
| Sharon Smith | MD | DDS |
| Sharon Smith | MD | SNM |
| John Young | MD | SNM |
| John Young | MD | SNE |

Column P– Member Type:

For this column, you can use the chart below to select the membership categories. Please use the corresponding abbreviations on the spreadsheet.

| MEMBERSHIP CATEGORY: | ABBR: | DESCRIPTION: |
|--|--------------|---|
| School Nutrition Employee | SNE | Working in a school / central kitchen: cooks, chefs, bakers, bookkeepers, technicians, assistants |
| School Nutrition Manager | SNM | Working in a school / central kitchen: manager, head cook, head chefs, assistant manager |
| School Nutrition Director, Supervisor, Specialist | DDS | Working in a school nutrition program at the district level: district director, supervisor, specialist, program manager, executive chef, field manager, all district-level support staff |
| School Nutrition Director, Supervisor, Specialist (Major City) | MCD | Working in a school nutrition program at the district level where enrollment is 40,000 or more or the city population is 200,000 or more: district director, supervisor, specialist, program manager, executive chef, field manager, all district-level support staff |
| State Agency Director, Supervisor, Specialist | SDS | Working in state office for child nutrition programs, including nutrition education |
| School Nutrition Educator | EDU | Faculty working in a college/university setting |
| Other | OTH | Principals, superintendents, teachers, etc. Does not include right to vote |

Columns Q-T: Dues and Processing Fee

To find your state dues, please visit: [SNA State and National Membership Applications](http://www.schoolnutrition.org)



For the '5 and 1 Free' Incentive:

First, double-check that the memberships are new and of the same category (for example: 5 new School Nutrition Employees (SNE) = 1 new free School Nutrition Employee (SNE)). Next, for each free membership, zero out columns Q-T and write in 'FREE'. **For the free membership, you do not have to pay national/state dues or the processing fee.**

| P | Q | R | S | T |
|-------------|-----------|---------|--------------------|------------------|
| Member Type | National | State | Proc Fee | Total |
| DDS | \$ 130.00 | \$ 7.00 | \$ 2.00 | \$ 139.00 |
| DDS | \$ 130.00 | \$ 7.00 | \$ 2.00 | \$ 139.00 |
| SNM | \$ 38.00 | \$ 5.00 | \$ 2.00 | \$ 45.00 |
| SNM | \$ 38.00 | \$ 5.00 | \$ 2.00 | \$ 45.00 |
| SNM | \$ 38.00 | \$ 5.00 | \$ 2.00 | \$ 45.00 |
| SNM | \$ 38.00 | \$ 5.00 | \$ 2.00 | \$ 45.00 |
| SNM | \$ 38.00 | \$ 5.00 | \$ 2.00 | \$ 45.00 |
| SNM | \$ 38.00 | \$ 5.00 | \$ 2.00 | \$ 45.00 |
| SNM | FREE | FREE | FREE | FREE |
| SNE | \$ 36.00 | \$ 4.00 | \$ 2.00 | \$ 42.00 |
| SNE | \$ 36.00 | \$ 4.00 | \$ 2.00 | \$ 42.00 |
| SNE | \$ 36.00 | \$ 4.00 | \$ 2.00 | \$ 42.00 |
| SNE | \$ 36.00 | \$ 4.00 | \$ 2.00 | \$ 42.00 |
| SNE | \$ 36.00 | \$ 4.00 | \$ 2.00 | \$ 42.00 |
| SNE | \$ 36.00 | \$ 4.00 | \$ 2.00 | \$ 42.00 |
| SNE | FREE | FREE | FREE | FREE |
| SNE | \$ 36.00 | \$ 4.00 | \$ 2.00 | \$ 42.00 |
| SNE | \$ 36.00 | \$ 4.00 | \$ 2.00 | \$ 42.00 |
| SNE | \$ 36.00 | \$ 4.00 | \$ 2.00 | \$ 42.00 |
| SNE | \$ 36.00 | \$ 4.00 | \$ 2.00 | \$ 42.00 |
| SNE | \$ 36.00 | \$ 4.00 | \$ 2.00 | \$ 42.00 |
| SNE | \$ 36.00 | \$ 4.00 | \$ 2.00 | \$ 42.00 |
| SNE | FREE | FREE | FREE | FREE |
| SNE | \$ 36.00 | \$ 4.00 | \$ 2.00 | \$ 42.00 |
| | | | Amount Due: | \$ 965.00 |

School District Administrator Box:

As previously mentioned, this is the individual that will be authorized to transfer memberships and will also be emailed the annual renewal notice. Please make sure you completely fill out this box. **Note: we will only accept spreadsheets that include an email address for the administrator.**

| |
|-------------------------------------|
| SDM Administrator (REQUIRED) |
| Name: |
| Membership ID: |
| Address: |
| City/State/Zip: |
| Email: |
| Business Ph: |



Once the spreadsheet is complete

1. **Email the spreadsheet to SNA at sdm@schoolnutrition.org
2. Mail a printed copy of the spreadsheet, along with your payment to:

**School Nutrition Association
PO Box 719297
Philadelphia, PA 19171-9297**

***If you need a membership invoice or prefer to make a credit card payment, just let us know!*

**FOR QUESTIONS OR MORE
INFORMATION, CONTACT US AT:
SDM@SCHOOLNUTRITION.ORG OR
(703) 824-3019**

FAQs

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?

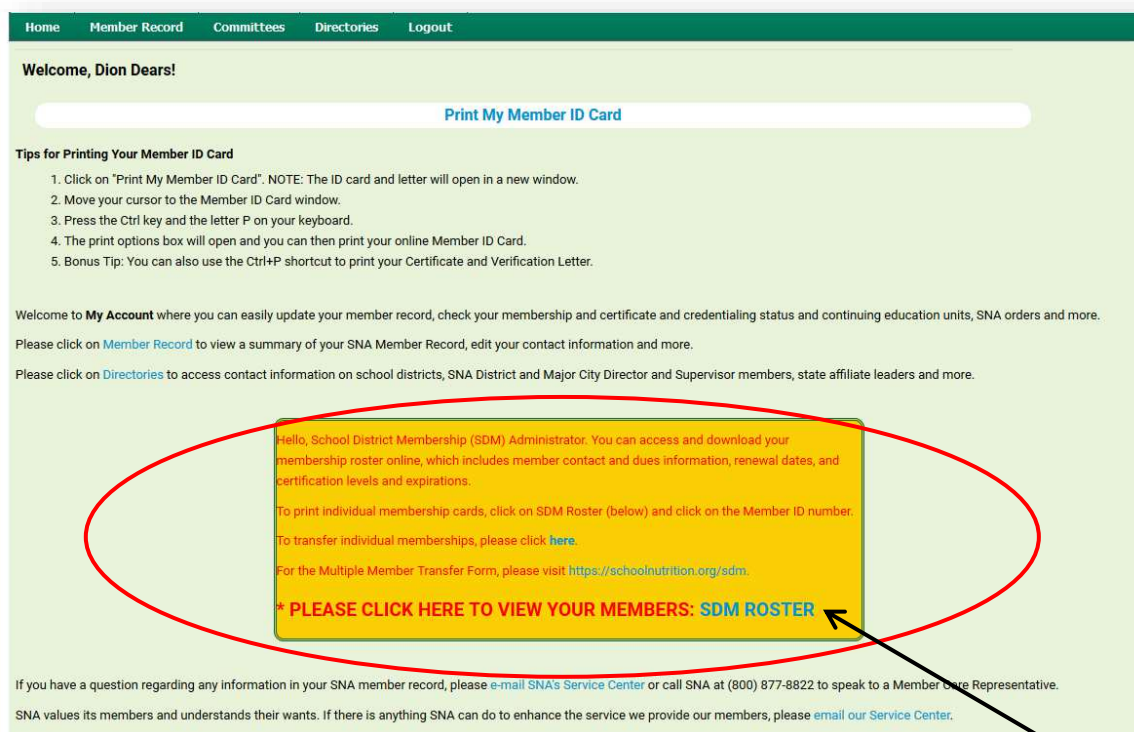
There is **no limit** to the number of members that can be SDM.

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**.



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**

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](#)**

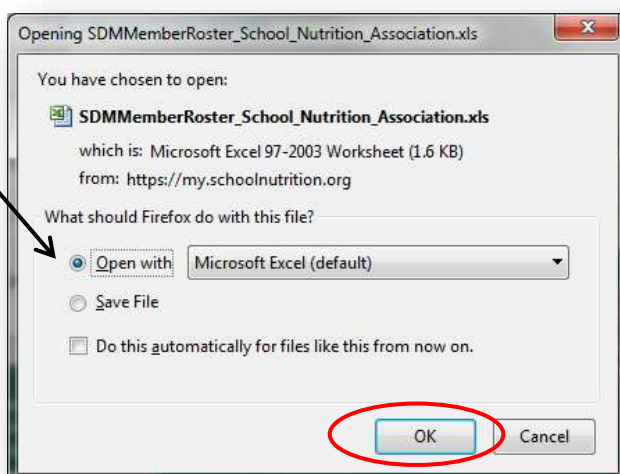
3. Your roster will open in a separate tab or window
4. Click on the **DOWNLOAD** button

Download

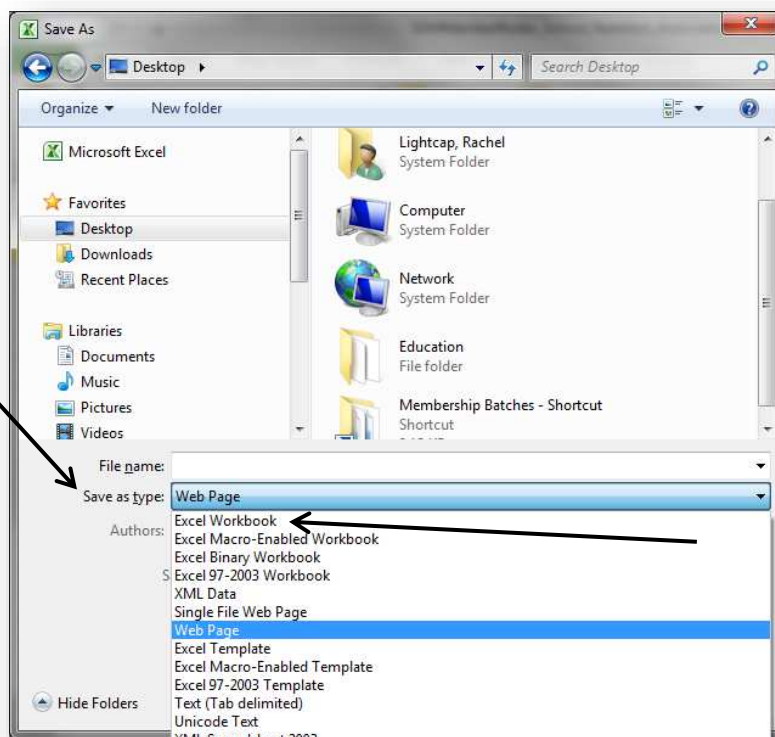
637952 Dion Dears **SDM Membership Roster** *As of 3/26/2019*
 2900 S Quincy Street School Nutrition Association
 Arlington, VA 22206

| 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 |

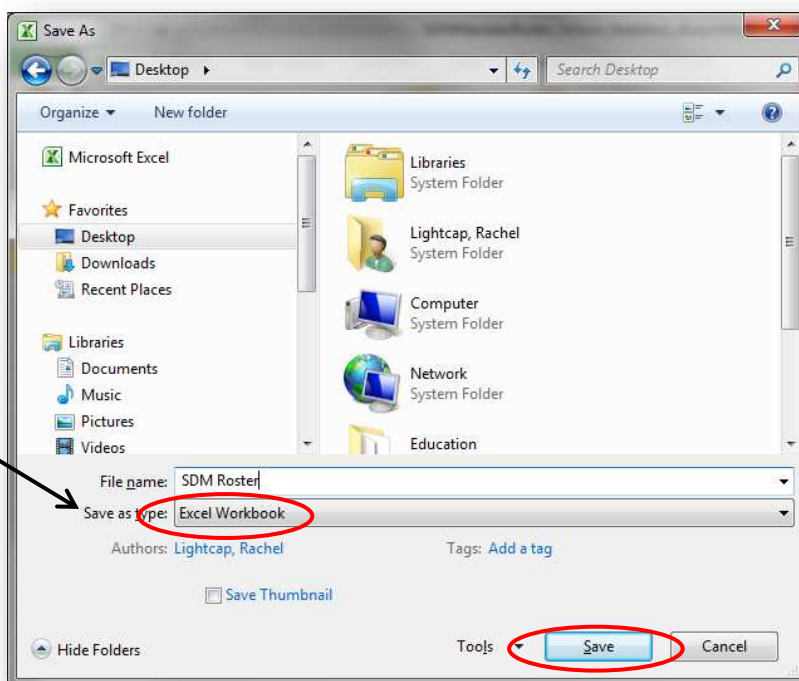
5. Select radio button to **OPEN WITH: MICROSOFT EXCEL**
6. Click **OK**



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:

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To print individual membership cards, click on SDM Roster (below) and click on the Member ID number.

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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 the [SNA Website](#) 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 offering a '5 & 1 FREE' incentive for new members. For every 5 new SDMs (SNE) or School Nutrition Manager (SNM) memberships we will provide 1 new membership in the same (SNE or SNM) category. **The national and state dues, as well as the processing fee.**

SDM Resources:

- [SDM Guide \(pdf\)](#)
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- [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, etc.) 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

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) 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: 3/25/2019

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 an 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 on the [SNA Website](#)). 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.

VA

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 \$.

16 Your STATE DUES are: (Record state dues in the space provided on right) * Select one.

\$4.00 STU/SNE/RET/AFR/AFE/ \$5.00 SNM/
\$7.00 SDS/OTH/MCD/EDU/DDS/

21 CREDIT CARD INFO: EXP. DATE _____

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

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22 FOR SCHOOL DISTRICT MEMBERSHIP (SDM) ONLY

SDM Main Contact Name _____

(Optional) SDM Main Contact Member ID _____

Email _____

Business Phone Number _____

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 on the [SNA Website](#). 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](#).

