

How do I transfer memberships?

You have several options for transferring memberships:

OPTION 1: You can log into [MySNA](#) and fill out the online individual form or download and send in the Multiple Member 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](#)**

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SDM Transfer Form

This form must be completed to transfer a School District Owned Membership to another individual. Transfers can only occur within the same membership.

* Denotes a required field.

SDM Currently Assigned to this Person:

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

(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 all of the required fields for the individual that currently has the membership:

- Name
- Member ID
- Membership Category

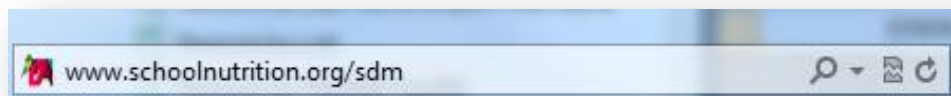
Make sure to fill out the required fields for person to be transferred membership:

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

***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.

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




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School District Owned - State Agency Owned Membership

School District Owned (or State Agency Owned) Membership (SDM) is an alternative to standard individual memberships and 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.

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 transferrable. 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.

All SDM districts must designate an SDM administrator. This is the individual who is authorized to transfer memberships and will also be sent the renewals (via email) either once or twice a year.

*To encourage participation in this membership option, we are offering an incentive for free memberships that are new SDMs. For every five (5) new SDMs in the School Nutrition Employee (SNE) or School Nutrition Manager (SNM) membership category, the district can receive one free new membership in the same (SNE or SNM) category (both national and state dues are free as well as the processing fee). This incentive is valid through December 31, 2013 and does not include state agency members.

To get started, please refer to the [SDM Guide](#). This document includes a detailed overview of School District Owned/State Agency Owned Membership as well as how to get started and Frequently Asked Questions. You can download the guide by clicking [here](#), or by going to www.schoolnutrition.org/sdmguide.

For questions or more information, please contact SNA at: 301-686-3100 ext. 119 or sdm@schoolnutrition.org.

Scroll to the bottom of the page to find the forms.

- 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](#)

