



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

Contents:

Overview.....	1
Getting Started.....	2-5
Transferring Memberships.....	7-9
Aligning Renewal Dates.....	12
State Agency Owned Memberships.....	6
FAQs.....	6-12

Last Updated 9.23.2013

OVERVIEW

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.

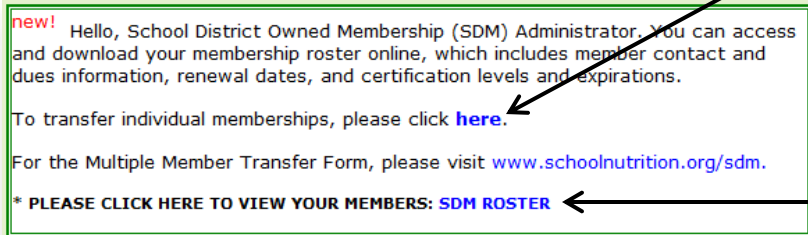
A SDM is a membership that is owned by a school district in the name of an individual and is transferable to another employee in the same membership category if the original assignee leaves the district. This is not one membership for an entire district, but separate memberships that are transferrable. 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.

SDM ADMINISTRATOR:

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.

MYSNA:

The SDM administrator can log into [MySNA](#) to view their current roster - which includes member contact and dues information, renewal dates, and certification levels and expiration dates. In addition, SDM Transfer Forms (for multiple and individual transfers) can be accessed in MySNA. They are also available at: www.schoolnutrition.org/sdm



'5 & 1 FREE' INCENTIVE:

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.**

GETTING STARTED

To get started, you will need to fill out the *SDM Multiple Applicants* spreadsheet that can be found at: www.schoolnutrition.org/sdm. For a copy of your school district's (or state agency's) existing members, please call SNA at: (301) 686-3100 ext. 119 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.

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

Column M - 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 N - Chapter:

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

	M	N	O
Referred By		Chapter	Member Type
Sharon Smith		MD	DDS
Sharon Smith		MD	DDS
Sharon Smith		MD	SNM
Sharon Smith		MD	SNM
Bob Egg		MD	SNM
Bob Egg		MD	SNM
Bob Egg		MD	SNM
Bob Egg		MD	SNM
Bob Egg		MD	SNE
Bob Egg		MD	SNE
Bob Egg		MD	SNE
Bob Egg		MD	SNE
Bob Egg		MD	SNE
Bob Egg		MD	SNE
Bob Egg		MD	SNE



Column O – 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	Cooks, bakers, bookkeepers, technicians, assistants, etc.
Child Care Employee	CCE	Child / day / family / home care center providers
Retired	RET	Retired members
School Nutrition Manager	SNM	Managers, head cooks, assistant managers
Child Care Manager	CCM	CACFP supervisory staff
School Nutrition Director, Supervisor, Specialist	DDS	Working in a school nutrition program at the school district level
School Nutrition Director, Supervisor, Specialist (Major City)	MCD	Working in a school nutrition program where the school district enrollment is 40,000 or more or city population is 200,000 or more
State Agency Director, Supervisor, Specialist	SDS	Working in state office for child nutrition programs, including nutrition education
Child Care Director	CCD	CACFP supervisor
School Nutrition Educator	EDU	Faculty working in a college/university setting
Other	OTH	Principals, superintendents, teachers, etc. Does not include right to vote

Columns P-S: Dues and Processing Fee

To find your state dues, please visit: www.schoolnutrition.org/dues

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 P-S and write in ‘FREE’. **For the free membership, you do not have to pay national/state dues or the processing fee.**

O	P	Q	R	S
Member Type	National Dues	Processing Fee	State Dues	Total
DDS	\$ 110.00	\$ 1.75	\$ 20.00	\$ 131.75
DDS	\$ 110.00	\$ 1.75	\$ 20.00	\$ 131.75
SNM	\$ 32.00	\$ 1.75	\$ 15.00	\$ 48.75
SNM	\$ 32.00	\$ 1.75	\$ 15.00	\$ 48.75
SNM	\$ 32.00	\$ 1.75	\$ 15.00	\$ 48.75
SNM	\$ 32.00	\$ 1.75	\$ 15.00	\$ 48.75
SNM	\$ 32.00	\$ 1.75	\$ 15.00	\$ 48.75
SNM	FREE	FREE	FREE	FREE
SNE	\$ 30.00	\$ 1.75	\$ 10.00	\$ 41.75
SNE	\$ 30.00	\$ 1.75	\$ 10.00	\$ 41.75
SNE	\$ 30.00	\$ 1.75	\$ 10.00	\$ 41.75
SNE	\$ 30.00	\$ 1.75	\$ 10.00	\$ 41.75
SNE	\$ 30.00	\$ 1.75	\$ 10.00	\$ 41.75
SNE	FREE	FREE	FREE	FREE
			Grand Total	\$ 716.00



School District Administrator Box:

As previously mentioned, this is the individual that will be authorized to transfer memberships and will also be emailed the renewals once or twice a year. 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, you can send it along with your payment to:

SNA

PO Box 759297

Baltimore, MD 21275-9297

*If you would like SNA to review your spreadsheet and/or put together an invoice, please contact us at: sdm@schoolnutrition.org or (301) 686-3100 ext. 119.

**FOR QUESTIONS OR MORE
INFORMATION, CONTACT US AT:
SDM@SCHOOLNUTRITION.ORG OR
(301) 686-3100 EXT. 119**

FAQ

What is the difference between DOM, SDM and SDOM?

DOM, SDM and SDOM are all acronyms for the same thing: School District Owned (or State Agency Owned) Membership.

I am a State Agency. Is there a State Agency Owned Membership Option?

For the time being, a State Agency Owned Membership and a School District Owned Membership are considered one and 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 currently apply to state agency members.**

What is the difference between 'Employer Pays Dues' and 'School District Owned Membership'?

School District Owned Membership means that the employer is paying the dues. The employer also owns the membership so if the member were to leave or retire his/her membership could be transferred to another individual as long as that person was of the same membership category (i.e. you can only transfer a School Nutrition Employee membership to another School Nutrition Employee). In contrast, 'Employer Pays Dues' means that the employer is paying the dues for an individual member but that member is not School District Owned so his/her membership cannot be transferred (if needed).

What membership categories cannot be SDM?

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

- Student
- Retired
- Affiliate Employee
- Affiliate Retired

What if I do not have email addresses for all of my members?

While we would like to have email addresses for all SNA members, we understand that not everyone has one. Therefore, if you don't have an email address for a member, that is fine. You can leave that field blank.

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 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](#)**

Home Member Service Committees Directories Memb. Proc. Cert. Proc. Logout

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

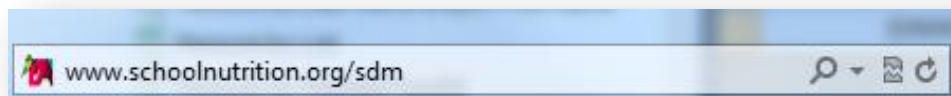
Make sure to fill out the required fields for person to be transferred membership:

- 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.




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](#)

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

When you transfer a membership, the membership ID of the individual who is transferring out **does not** get transferred. Once you are given a SNA membership ID, it stays with you indefinitely. The individual who is receiving the transferred membership either gets a new ID or keeps their existing ID (if they are already a member). We do not transfer IDs because of the unique information that is tied to it (i.e. past memberships, conference registrations, certifications, etc.).

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 certified or credentialed. Some members that are transferred out of an SDM chose to continue their 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.

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 is free. You do not owe anything for the free membership.

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 admin once or twice a year via email. There can only be one person designated as the SDM admin and this individual does not need to be an SNA member.

Is there a school district/state agency owned option for certification?

Currently, there is no option for school district/state agency owned certification. However, SDM admins can log into [MySNA](#) and download their membership roster which also includes certification levels and expiration dates. This roster is a great resource for tracking and keeping up with certification renewals.

District and Major City Director and Supervisor members, state affiliate leaders and more.

new! You are a District Profile subscriber, click [here](#) to obtain the information.

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](#)**

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.

SDM Membership Roster - Windows Internet Explorer

https://my.schoolnutrition.org/CustomerService/Membership/DOMem

H Phone	Dues Paid Thru	Chapter	Certification	Cert. Expire Date	National Dues	State Dues	Process Fe
	03/31/2014	GA 6C	Level 1 Certification	03/31/2014	\$28.00	\$12.00	
	10/31/2013	GA 6C			\$28.00	\$12.00	
	10/31/2013	GA 6C			\$28.00	\$12.00	
	02/28/2014	GA 6C			\$28.00	\$12.00	

How do I add individual members to my existing SDM?

If you would like to add one (1) or two (2) members to your existing SDM, you can use the SNA National and State New Member Application (found at: www.schoolnutrition.org/dues). 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 owned membership (SDM). See back for description)

Member Categories	Individual Membership	National Dues	School District/State Agency Owned Membership
SN Employee	\$30 <input type="checkbox"/>	\$30	<input type="checkbox"/>
Child Care Employee	\$30 <input type="checkbox"/>	\$30	<input type="checkbox"/>
Student	\$30 <input type="checkbox"/>	N/A	<input type="checkbox"/>
Retired	\$30 <input type="checkbox"/>	N/A	<input type="checkbox"/>
SN Manager	\$32 <input type="checkbox"/>	\$32	<input type="checkbox"/>
Child Care Manager	\$32 <input type="checkbox"/>	\$32	<input type="checkbox"/>
District Director/Supv/Spec	\$110 <input type="checkbox"/>	\$110	<input type="checkbox"/>
Major City Director/Supv/Spec	\$110 <input type="checkbox"/>	\$110	<input type="checkbox"/>
State Agency Director and Staff	\$110 <input type="checkbox"/>	\$110	<input type="checkbox"/>
Child Care Director/Supv	\$110 <input type="checkbox"/>	\$110	<input type="checkbox"/>
Nutrition Educator	\$110 <input type="checkbox"/>	\$110	<input type="checkbox"/>
Other	\$110 <input type="checkbox"/>	\$110	<input type="checkbox"/>
Affiliate Employee	\$16 <input type="checkbox"/>	N/A	<input type="checkbox"/>
Affiliate Retired	\$16 <input type="checkbox"/>	N/A	<input type="checkbox"/>

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 \$

LA ⑯ STATE DUES* \$

⑰ PROCESSING FEE \$ 1 7 5

⑱ TOTAL DUES \$

⑲ SN Foundation (Funds/Scholarships for members) \$

⑳ TOTAL PAYMENT \$

⑳ Your STATE DUES are: (Record state dues in the space provided on right) Choose one.*
\$3.50 STU/SNE/RET/CCE/AFR/AFE/ \$6.50 SNM/CCM/
\$15.50 SDS/OTH/MCD/EDU/DDS/CCB/

Get 1 free SDM membership for every 5 new SNE/SNM purchased
 This is the free SNE membership application
 This is the free SNM membership application

㉑ Individual Membership Signature _____ Date _____

㉒ FOR SCHOOL DISTRICT OWNED MEMBERSHIP (SDM) ONLY
SDM Administrator Name _____
Email _____
Business Phone Number _____

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

- SECTION 22:** Please indicate the current SDM administrator, including their name, email address and business phone number. If you know the member ID for the SDM administrator, please include it next to their name.

㉒ FOR SCHOOL DISTRICT OWNED MEMBERSHIP (SDM) ONLY
SDM Administrator Name _____
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.**

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 a SDM with only one (1) member?

Yes – It is possible to have a SDM with only one (1) member. This affords the school district/state agency the ability to transfer a membership if needed. To set up a SDM with one (1) member, please complete the steps detailed on page 11. In this situation, it is recommended that the SDM admin is different than the individual applying for membership.

Can a school district/state agency have more than one (1) SDM administrator?

Only one (1) SDM administrator is permitted for each school district/state agency.

Can the magazines and membership cards get sent to the SDM 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 can only both be sent to the same address. To change or update the preferred mailing address, please contact SNA at SDM@schoolnutrition.org.

How do I align my membership renewal dates?

SNA is more than happy to help SDMs align their membership renewal dates to the same month and will work with you to do so. A few things to note:

- SNA does not pro-rate memberships. In order to align your renewal dates, you might have to sacrifice a few months of dues for some of your members.
- Renewal dates can only be aligned when a new payment is received.

In order to align dates, please contact SNA at SDM@schoolnutrition.org or (301) 686-3100 ext. 119.

**FOR QUESTIONS OR MORE
INFORMATION, CONTACT US AT:
SDM@SCHOOLNUTRITION.ORG OR
(301) 686-3100 EXT. 119**