How do I transfer memberships?
You have several options for transferring memberships:

OPTION 1: You can log into My Account and fill out the online individual transfer form:

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.
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) Owned Members (SDM).