

SCHOOL RENEWAL INSTRUCTION SHEET

Thank you for renewing your school members. Be sure to check and update **ALL** renewals if information has changed or if a member is no longer with the district. Please check our website often for updated forms, new membership information and updates to our member benefits.

www.nyschoolnutrition.org

All "B" and "G" renewals have been sent directly to the member.

Please Note:

- **ALL** members **MUST** provide an email address.
- Local dues should remain with the chapter whenever possible.
- Remind the person who is in charge of the food service program (Director, Manager, or Cook/Manager) to renew at the "A" Level in order to receive our email communications, and be listed in and to receive the Guide of Directors

What you will find in the packet:

- District Summary Form
- Updated NYSNA Membership Form – Can be printed off website/copied
- **Once paperwork is submitted you will receive an invoice through our online database**

From SNA

- SNA Membership Form
- School District Owned Membership (SDM) Information Overview*

*A SDM is a membership which is owned by the school district (in the name of an individual) and is transferable to another employee, in the same membership category, if the original member leaves the district's employ. More information about the program:

<http://www.schoolnutrition.org/Membership/SchoolDistrictOwnedMembership/>

REMINDER ABOUT SNA RENEWALS TO SHARE WITH MEMBERS!

- There will be one form sent by SNA for the renewal of state and national dues. This includes a processing fee of \$3.00 for each member. You will pay the entire sum of state dues, national dues and the processing fee to the NYSNA headquarters **OR** to SNA directly. *For SNA members, the chapter will only collect chapter dues.*
- SNA processing fee: This fee is not optional. If a national member sends state dues to HQ and not to national, the fee still must be paid. If the SNA member does not include the \$3, the fee will be deducted from the state dues rebated to NYSNA, causing NYSNA to have to invoice you for \$3.00.

SUMMARY OF ENCLOSED MEMBERSHIP FORMS

STATE & LOCAL (NYSNA) MEMBERSHIPS ONLY

\$45.00 x ____ = \$_____ Level "A" Members

\$45.00 x ____ = \$_____ Level "A1" Members

\$45.00 x ____ = \$_____ Level "B" Members

\$20.00 x ____ = \$_____ Level "C" Members

\$ 9.00 x ____ = \$_____ Level "D" Members

\$ 9.00 x ____ = \$_____ Level "G" Members

TOTAL # ____ = \$_____ STATE DUES PAID

TOTAL # ____ = \$ _____ LOCAL DUES INCLUDED **

\$ _____ TOTAL PAYMENT SENT

CHAPTER: _____

AREA: _____

PLEASE PRINT THE FOLLOWING INFORMATION

PERSON SUBMITTING PACKET: _____

PHONE NUMBER FOR CONTACT IN CASE OF QUESTIONS: (____) _____

THIS FORM SHOULD BE USED WHENEVER SUBMITTING DUES

**** It is preferable for Chapters to retain Local Dues as NYSNA only remits dues to Chapters once a year**



MEMBERSHIP APPLICATION

New York School Nutrition Association
21 Executive Park Drive
Clifton Park, NY 12065
(518) 446-9061
FAX (518) 446-0113

PLEASE PRINT:

Name: _____ Title: _____

Preferred Mailing Address is the following: *Please Check One:* _____ Home Address _____ Work Address

School District/Organization: _____ Chapter: _____

The following address is: _____ Home Address _____ Work Address

Street/PO Box: _____ E-mail: _____

City: _____ State: _____ Zip: _____

Work Telephone: (____) _____ Fax: (____) _____ Home Telephone: (____) _____

Membership Advantages:

- Enhance your professionalism
- Receive our Fresh Bite: a NYSNA Publication
- Meet the first requirement for National Membership
- Receive membership discounts for professional training (i.e. State Conference, NYSNA Townhalls, and more!)
- Network with your peers from around the state
- Directors are listed in the New York State Guide of Directors - found in your member portal.
- Directors receive up-to-the-minute information impacting their programs via email

<u>Level</u>	<u>Amount</u>	<u>Category Description</u>
___ A	\$45.00	<i>District Director or Manager for District School Food Service – <u>one or more schools</u></i>
___ A1	\$45.00	<i>Assistant Director or Area Supervisor; Registered Dietician working for one or more District</i>
___ B	\$45.00	<i>Related Fields Member: Education, Government, Nutrition, State Education, etc.</i>
___ C	\$20.00	<i>Supervisor or Manager <u>reporting</u> to the District Director or Manager</i>
___ D	\$ 9.00	<i>Food Service Staff Classifications: All Other classifications except management</i>
___ D1	\$ 9.00	<i>Student; Intern</i>
___ G	\$ 9.00	<i>Retired: All retired school food service personnel</i>

State Dues Paid: \$ _____

Local Dues Paid: \$ _____

Donation to Scholarship Fund: \$ _____

Total Enclosed: \$ _____

___ I am an SNA member and sent my state membership to SNA on _____ (date)

- New STATE ONLY members make check payable to NYSNA and return to NYSNA at above address
- **SNA Members** - please pay your STATE dues on your SNA membership form and send directly to SNA
- Renewal members mail state and local dues directly to NYSNA



NATIONAL AND STATE NEW MEMBER APPLICATION

Member ID _____

① Have you ever been a SNA member? ☐ Yes ☐ No

② First Name _____ Last Name _____

③ Email _____ Job Title _____

④ School District _____ ⑤ School Name _____ ⑥ Chapter No. _____

⑦ Work Phone _____ Home Phone _____

⑧ Work Mailing Address (Please indicate preferred mailing address ☐ Work ☐ Home)
Address _____ Suite _____

City _____ State _____ Zip _____

⑨ Home Mailing Address
Address _____ Suite/Apt _____

City _____ State _____ Zip _____

⑩ Who referred you to SNA? First Name _____ Last Name _____ (Optional) Member ID: _____

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

National Dues

Member Categories	Individual Membership	School District/State Agency Membership
SN Employee	\$40 <input type="checkbox"/>	\$40 <input type="checkbox"/>
Student	\$40 <input type="checkbox"/>	N/A
Retired	\$40 <input type="checkbox"/>	N/A
SN Manager	\$42 <input type="checkbox"/>	\$42 <input type="checkbox"/>
District Director/Supv/Spec	\$143 <input type="checkbox"/>	\$143 <input type="checkbox"/>
Major City Director/Supv/Spec	\$143 <input type="checkbox"/>	\$143 <input type="checkbox"/>
State Agency Director and Staff	\$143 <input type="checkbox"/>	\$143 <input type="checkbox"/>
Nutrition Educator	\$143 <input type="checkbox"/>	\$143 <input type="checkbox"/>
Other	\$143 <input type="checkbox"/>	\$143 <input type="checkbox"/>
Affiliate Employee	\$20 <input type="checkbox"/>	N/A
Affiliate Retired	\$20 <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 \$.

NY ⑯ STATE DUES* \$.

⑰ PROCESSING FEE \$ 3 . 0 0

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.

\$9.00 SNE/STU/RET/AFE/AFR \$20.00 SNM

\$45.00 DDS/MCD/SDS/EDU/OTH

㉑ For credit card payment, please visit www.schoolnutrition.org

㉒ 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.

㉓ FOR SCHOOL DISTRICT MEMBERSHIP (SDM) ONLY

SDM Main Contact Name _____

(Optional) SDM Main Contact Member ID _____

Email _____

Business Phone Number _____

Return this form with your check or money order made payable to SNA.

Mail application to SNA Depository PO Box 719297, Philadelphia, PA 19171-9297

SNA National and State Membership Application Guidelines

Membership Application for Individual and School District Memberships.

Instructions for completing the front of this application:

1. Please indicate if you have ever been a SNA member.
2. Print your full name as you would like it to appear in your membership record and on your membership card.
3. Print your email address and job title. All SNA members automatically receive emailed information related to the organization.
4. Print your current school district.
5. Print your current school name.
6. If you know your local chapter number, please fill in.
7. Print your work and home phone number.
8. Print your work mailing address.
9. Print your home mailing address.
10. Print full name of member referrer who introduced you to SNA (only needed for new members). This will give the person credits for Star Club and annual membership campaign drives. Optional: Include referrer's SNA member ID.
11. Please review the membership categories listed. Check one that best describes your position. **School District/State Agency Membership (SDM) is a membership managed or coordinated by the school district/state agency and can be transferred to another individual in the same membership category. Please check with your district to see if you are eligible for SDM.**
12. Please check if you are employed by public school, private school, or private management company.
13. Please indicate if your employer pays your dues.
14. Please indicate if you are responsible for school nutrition operations in your school district.
15. Record your national dues based on membership category checked.
16. Record your state dues based on the dues listed on left side of application under "Your state dues are:"
17. All applications must include the processing fee.
18. Please add national, state dues and processing fee amounts. This is the total dues amount to be paid. Applications with incorrect total amount will be returned resulting in a delay of member benefits.
19. Record your optional contribution to the School Nutrition Foundation. The School Nutrition Foundation is a 501(c)(3) organization and donations are tax deductible. Your contribution of \$10 or more will be acknowledged by the School Nutrition Foundation.
20. Add national dues, state dues, processing fee and any optional contributions. This is the total payment.
21. If paying by credit card, please visit www.schoolnutrition.org.
22. This box must be completed for SDM applicants.
23. Please sign and date your completed application. Required for individual membership only. Mail your application and payment to SNA, SNA Depository PO Box 719297, Philadelphia, PA 19171-9297

Membership dues cover a full year of member benefits. Processing of application takes approximately two to four weeks from receipt of payment. Once application is processed, new members will be able to access and print their membership card by logging in at www.schoolnutrition.org.

Dues Category	Membership Category	Description	Individual Membership	School District/State Agency Membership
SNE	School Nutrition Employee	Cooks, chefs, bakers, bookkeepers, technicians, assistants, etc.	\$40	\$40
STU	Student	Full-time students enrolled in post-secondary nutrition, health or other food related program. Does not include right to vote.	\$40	N/A
RET	Retired	Retired Members.	\$40	N/A
SNM	School Nutrition Manager	Managers, head cooks, head chefs, assistant managers.	\$42	\$42
DDS	School Nutrition Director, Supervisors, Specialist, Executive Chefs	Working in a school nutrition program at the school district level.	\$143	\$143
MCD	School Nutrition Director, Supervisor, Specialist (Major City)	Working in a school nutrition program where the school district enrollment is 40,000 or more or city population is 200,000 or more.	\$143	\$143
SDS	State Agency Director, Supervisor, Specialist	Working in state office for child nutrition programs, including nutrition education.	\$143	\$143
EDU	School Nutrition Educator	Faculty working in a college/university setting.	\$143	\$143
OTH	Other	Principals, Superintendents, Teachers, etc. Does not include right to vote.	\$143	\$143
AFE	Affiliate Part-Time Staff (less than 4 hours daily)	Optional membership category for retired or part-time school nutrition staff. Does not include a subscription to <i>SN</i> magazine or the right to vote in the annual SNA election.	\$20	N/A
AFR	Affiliate Retired		\$20	N/A

Note: Contributions or gifts to SNA are not deductible as charitable contributions for federal income tax purposes. Contributions to the Foundation are deductible for IRS purposes. \$2.00 of your national dues is used for your subscription to the *SN* magazine.