



Smithsonian Affiliate *Membership Program*

Member Information and Submitting Orders & Payments during Affiliate Payment Portal Construction

New member enrollments and annual renewals can still be processed while the new Affiliate payment portal is being developed. Below are instructions on submitting orders and payments.

Reminder, as part of *Smithsonian Magazine's* re-structuring, *Air & Space Magazine* (AS) will no longer be a benefit offering for your Members effective December 2021. Any new orders for *Air & Space* magazine will automatically be converted to the annual subscription of *Smithsonian Magazine*, effective with the January 2022 issue.

Member Information

- **Spreadsheet** – at top of the spreadsheet, please select magazine the order is for and select your museum/organization name. Submit member name, street address, city, state, and zip code (required fields) in excel spreadsheet format
- *Smithsonian Magazine* and *Air & Space Magazine* subscriptions must be submitted on separate spreadsheets.

Submitting Payments by Check

- Smithsonian Affiliate Membership is \$12 per member. Check payment must exactly correspond with the number of members on your spreadsheet.
- **Checks should be made payable** to either *Smithsonian Magazine* or *Air & Space Magazine*.

- Do not combine payments; A **separate check** for *Air & Space Magazine* subscriptions is required.
- If the magazine selection is not identified in the submission it will be assumed your members' selection is for *Smithsonian Magazine* only.
- All new member lists and renewals can be sent with their corresponding check to:

Murielle Dougherty
SFG
111Corporate Drive
Big Sandy, TX 75777

Murielle_Dougherty@sfgnetwork.com
903-636-0678

Please be sure to include your contact information in case there are any questions on the order.

Note: The list can be emailed to Murielle Dougherty, but the order will not be processed until payment is received.

Please note: All submissions (member lists and check payments) must be accurate. *Magazine subscriptions and Smithsonian membership cards can only be activated upon receipt of CORRECT payment in full.*

Payments by Credit Card

- Please follow the above instructions for your member information.
- When mailing your member list to Murielle Dougherty, via USPS, include your credit card information. Include name as it appears on card, complete billing address for the credit card, account number, and expiration date.
- If emailing your list, please include a phone number so you can be contacted for the credit card information. Please only include credit card information noted above in your email if you can send secure email.