

Hunters Sharing the Harvest Convenient 3 Step Process for Registration

Please read carefully AND FILL OUT COMPLETELY. We urge you to call **1-866-474-2141** or email **randy@sharedeer.org** if you have any questions. HSH needs your participation. We look forward to working with you.

STEP ONE - GET APPROVED!

1. **Fill out and sign the Processor Agreement Form** and email it, or mail back ASAP. **This form needs to be completed annually whether you are a new or renewing processor.**
2. **Deadline is September 15, 2021.**
3. **Fill out the Form W-9** Please fill it out completely and include it with your AGREEMENT form. **This form also must be completed annually.** Be sure to write the person's name or business name to whom checks are to be made payable on the agreement form. Forms are available at www.sharedeer.org/resources - Participating Meat Processor Application.
4. **SWIF Form (State Workers Insurance Fund)** If you have employees and pay workers compensation for them, please fill out and return this form with a copy of your insurance certificate. If you are a Sole Proprietor without employees you are not required to carry workers compensation insurance. Just fill out the form, write **"NO EMPLOYEES"** and return to us. If you didn't have employees last year and do this year, we will need the form filled out and a copy of the insurance certificate. **This form also must be completed annually.**
5. **Necessary Forms, Supplies and Receipts** Once approved, you will be sent a supply of Donor Receipts, Reimbursement Forms and Meat Bags. If you think you need extra please let us know.

STEP TWO - GET DEER DONOR RECEIPT SIGNED and clearly legible.

The deer donor receipt is a three-part form filled out by you or the hunter donating the deer, or a portion of the deer. One copy is for the hunter; one copy is sent with the HSH Reimbursement Form for payment; and one copy is kept for your records. **PLEASE NOTE! You will not get reimbursed without a legible copy of a donor receipt included for EACH deer processed. These must be returned with your Reimbursement Form in order for payment to be made.**

For example: If you are requesting reimbursement for 10 processed deer, be sure there are 10 donor receipts signed by either a PGC representative or by the hunter donating the deer or meat with the reimbursement form.

IMPORTANT: Information on the donor receipt needs to be complete and able to be read (name, address, email, type of tag used for harvesting the deer, etc.) These forms are the only method of tracking the meat and our way to follow up with a thank you letter and HSH Donor Decal to the hunter for donating the deer!

STEP THREE - GET PAID!

This two-part reimbursement form supplied by HSH is the only form that HSH will accept for reimbursement along with deer donor receipts of donated venison. Must include: Processor Reimbursement Form with copy(copies) of donor receipt per deer donated and Charitable Organization and Contact receiving the ground venison and mail to: **Hunters Sharing the Harvest, 218 Vernon Road, Greenville, PA 16125**

Deadline for reimbursement payments for the 2021-2022 season is April 1, 2022.

ORDER BAGS & SUPPLIES: Donor receipts, additional forms, meat bags, promotional banners and materials are available by calling the HSH office at 1-866-474-2141, ordering online at www.sharedeer.org/resources/ or by emailing randy@sharedeer.org. Regarding our NRA-sponsored meat bags, we suggest using the 1 and 2 lbs bag if serving mostly needy families and smaller local food banks or food assistance operations. **We are phasing out the 5lb bags due to costs and increased demand for 1lb and 2lb bags from the food banks.** If you cannot use 1# or 2# bags, please call Randy Ferguson at 866-474-2141 to discuss options.