



HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

218 Vernon Road,
Greenville, PA 16125
1-866-474-2141

August 2022

Dear HSH Participating Processors:

A sincere thanks for being the cornerstone of our success from year-to-year! Generous Pennsylvania deer hunters donated 187,426 pounds of venison from 4,691 deer across the Commonwealth during the 2021-22 season thanks to your participation! That's within 1.5% of the amount donated during our record 2020-21 season!

We know it was a difficult year for all of you with concurrent seasons and additional hunting days on the opening weekend, coupled with increasing costs and labor challenges. We appreciate all you did to accept donated deer during a very busy season!

A couple notes about the attached annual processor renewal and documentation request materials:

- The Commonwealth and the IRS require HSH be able to confirm the complete accurateness of participating processors' information if requested and to protect public health and safety. I have returned to a processor renewal form option (attached) that will lessen the amount of paperwork required as long as we have all required documents from last year's packet and that no information has changed. You MUST complete a new W-9 every year. Our accountants and the IRS require it. If **anything** has changed relative to your PA Workers Compensation Insurance Compliance Form you must complete a new one. If we do not have a copy of your USDA or Pa. Dept. of Ag. Custom Deer Processor license/certificate, you will need to furnish one or complete and return the attached Custom Deer Processor Application.
- We still have a very limited supply of 5# chub bags. We prefer you use 1# and 2# bags as they are easier for food banks to handle and distribute, and are more convenient for recipients to use at home. If you still need some of these remaining 5# bags please note the quantity requested on the attached form and I will send them if available.
- We are working with a vendor to supply stickers for processors who do not have the equipment to put ground venison in HSH-provided chub bags. If you are one of these, please indicate such on the enclosed renewal form and I'll follow up with you.
- I'm happy to announce we have secured a discount program with UltraSource that's available to all HSH participating processors to save you 5% to 11% off many of your common shop supplies. See the attached flyer for details on this new benefit.
- We will be sending all participating processors a NEW shop banner courtesy of our new banner sponsor Excalibur Seasoning! We hope you will visit Excalibur at www.excaliburseasoning.com or call Kip Padgelek at 412-616-2326 or email him at kip.p@excaliburseasoning.com to see how their highest quality seasonings, rubs and marinades can boost your sales.

Thanks once again for all you do on behalf of the food insecure in Pennsylvania!

Best regards

Randy K. Ferguson
Executive Director



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Participating Deer Processors Registration 2022-2023 Hunting Season

HSH PARTICIPATING PROCESSORS HELPED US DISTRIBUTE 187,426 POUNDS OF VENISON LAST SEASON!

It's time to complete your annual HSH DEER PROCESSOR AGREEMENT with Hunters Sharing the Harvest for the 2022-2023 season.

Because of continued support from the PA Dept of Agriculture, the PA Game Commission, and partnerships with hunting and non-hunting communities, plus business and individual financial support, we accepted 4,691 deer yielding 187,000+ pounds of ground venison burger last season and distributed to the food bank system throughout Pennsylvania. That's nearly on-par with the previous season's record donation numbers!

To Renew For 2022-2023 Season

If **nothing** has changed since last year's agreement, you can complete the attached Processor Renewal Agreement and return it. We DO need a new W-9 completed every year. Please complete the attached W-9 and return it with your renewal. If **anything** has changed on your agreement, your Workers Compensation Insurance Compliance Form, or if we do not have a copy of your USDA or Pa. Dept. of Ag license/certification, you will need to complete and return those items, so I have everything on file with accurate information. The integrity of the HSH venison charitable donation program is our highest priority and our records are completely transparent. We will send you the necessary reimbursement form, deer donor receipts, banner and supplies as requested on your renewal form. When approved, you will be added to the 2022-2023 list of participating processors published on our website and in our information packets.

For New First-Time Processors

If you would like to join our team, please fill out and mail or email randy@sharedeer.org the 2022 Participating Processor Agreement forms found in this packet or on the website at [www.sharedeer.org/resources/Participating Meat Processor Agreement](http://www.sharedeer.org/resources/Participating%20Meat%20Processor%20Agreement). Everything you need to get registered and become part of the HSH processor network is included in this packet and available ready to download and print on our website. You can also call toll free 866-474-2141 or contact an HSH county coordinator in your area listed on the website at <https://www.sharedeer.org/area-coordinators/> for more information.

Agreements must be received by September 15, 2022 for the 2022-2023 season

Partial Deer Donations

If a hunter wants to donate a portion of their deer, they must pay you for the processing. This is the only way for HSH to control our costs when donors keep part of their deer. Our reimbursement agreement is negotiated at a whole deer rate. We have no mechanism to reimburse for partial deer. If you or a deer donor have any questions, please feel free to contact HSH at 866-474-2141 or email randy@sharedeer.org.

Reminder about the state-required deer processor inspection and registration

As a participant in Hunters for Sharing the Harvest your deer processing establishment must be compliant with federal and/or state laws. Enclosed is the Custom Deer Processor application from the Pennsylvania Department of Agriculture for compliance with the Food Safety Act of 2010 (3 C.S. §§5721 – 5737). This registration application and inspection requirements were specifically developed in partnership with and in consultation with HSH. Our goal is to minimize any inconvenience and make registration easy, while ensuring uniform food safety criteria and quality control in the future. Please note the integrity of the HSH venison charity is a foremost concern, and this is a state requirement that will yield long-term positive benefits for you as a processor, as well as for the ultimate consumers receiving food assistance.

If your processing establishment is approved and inspected by USDA (US Department of Agriculture) and those same processing facilities are used for custom deer processing, you do not need Registered with the PA Department of Agriculture (PDA). Only facilities not inspected by USDA and who are providing custom deer processing services require registration and inspection by PDA. If any additional retail food store or food processing operation exists at this same establishment, please contact the Department to discuss proper licensing.

If you previously completed the Custom Deer Processor application, you do not need to do so again.

Here's to another great year. We sincerely appreciate the vital role you play in allowing us to fulfill our mission to feed the hungry in Pennsylvania.



Randy K. Ferguson, Executive Director
Hunters Sharing the Harvest

Hunters Sharing the Harvest Convenient 3 Step Process

Please read carefully AND FILL OUT COMPLETELY. We urge you to call **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 (or Renewal Form)** and email it, or mail back ASAP.
2. **Fill out Form W-9** Please fill it out completely and include it with your **Agreement or Renewal** form. **This form must be completed annually.**
3. **PA Workers Compensation Compliance Form** 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 needs completed only if we do not have one on file or if there are changes from the form on file.**
4. **Please submit all materials by September 15, 2022** Once approved, you will be sent a supply of Donor Receipts, Reimbursement Forms and Meat Bags.

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. 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 be 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 the hunter or State Game Warden donating the deer with the reimbursement form.

IMPORTANT: Information on the donor receipt needs to be complete and clearly legible (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!

The 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 copies of donor receipt(s) for EACH deer donated and charitable organization and contact receiving the ground venison. Mail to: **Hunters Sharing the Harvest, 218 Vernon Road, Greenville, PA 16125**

Deadline for reimbursement payments for the 2022-2023 season is April 1, 2023.

ADDITIONAL BAGS & SUPPLIES: Additional donor receipts, forms, meat bags, shop banners and materials are available by calling the HSH office at 866-474-2141, ordering online at www.sharedeer.org/resources/ or by emailing randy@sharedeer.org. Regarding our NRA-sponsored meat bags, please use the 1 and 2 lb. bags. **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.

HUNTERS SHARING THE HARVEST

2022-2023 PARTICIPATING MEAT PROCESSOR AGREEMENT RENEWAL

BUSINESS NAME _____

ADDRESS _____

CONTACT PERSON _____

PHONE _____ COUNTY _____

Please mark all that apply in order to RENEW your PROCESSOR AGREEMENT with Hunters Sharing the Harvest for this season. I understand that by signing this form all information from last season's signed HSH agreement is current including Workers Compensation Compliance Form and insurance certificates, contact information, PDA or USDA inspection and processing rate. If not, I agree to send the necessary paperwork to renew in good standing by downloading the forms from www.sharedeer.org/resources or requesting them from headquarters, and mailing them to Hunters Sharing the Harvest, 218 Vernon Road, Greenville, PA 16125 or email to info@sharedeer.org.

____ There are no changes to information on the HSH Agreements from last season (incl. business/contact name, address, phone/fax, email, reimbursement rate, etc.)

____ There are no changes to our Workers Compensation Compliance requirements.

____ I have a current PA Dept. of Agriculture Deer Processing Inspection certificate, Retail Processing Certificate or USDA inspection with adequate freezer and/or cold storage space.

____ I agree to have the hunter fill out a Deer Donor Receipt for EACH deer donated and include a copy with my completed Reimbursement Form.

____ I have enclosed my completed W-9 as required annually.

REQUEST FOR MATERIALS:

____ I need HSH Promotional Brochures/Literature. List quantity needed: _____

____ I need HSH Meat Bags: List quantity needed: 1 lb. _____ 2 lb. _____ 5 lb. (limited supply) _____

____ I need HSH Donor Receipts. List quantity needed: _____

____ I can't use chub bags, need stickers instead. Randy will contact me.

SIGNATURE _____ PRINT NAME _____

DATE _____

ALL AGREEMENTS MUST BE RECEIVED BY SEPTEMBER 15, 2022



HUNTERS SHARING THE HARVEST

218 Vernon Road, Greenville, PA 16125 • www.sharedeer.org

Ph: 1-866-HSH-2141 Email: info@sharedeer.org

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UltraSource is proud to partner with Hunters for the Hungry. Since the program's inception, Hunters for the Hungry has brought millions of pounds of venison to communities across the United States.

Take advantage of these special savings offered exclusively to processors participating in the program. First time customers purchasing \$100 or more will also receive a New Customer Welcome Kit!

If you have questions about these offers or need assistance with placing an order, feel free to contact an Operational Supplies Specialist near you.



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Alabama ★ Delaware ★ District of Columbia ★ Florida ★ Georgia ★ Maryland ★ North Carolina ★ South Carolina ★ Tennessee ★ Virginia ★ West Virginia



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