

WELCOME TO



HUNTERS SHARING THE HARVEST
PENNSYLVANIA'S VENISON DONATION PROGRAM

www.sharedeer.org

There are now 1.8 million families in Pennsylvania in need of food assistance. Many of these families access the resources of local food banks to help put food on the table for themselves and their children. When hunters donate an average-size deer they help us feed up to 200 people. Generous donations of money go directly to the costs of processing and storing the meat. Every \$25 donated helps us to process meat for 100 meals. In the 2017-2018 season, HSH coordinated the delivery of a record 130,930 lbs of high protein venison to the hungry and Pennsylvania food banks.



Since 1991 the Hunter's Sharing the Harvest venison donation program, (HSH) has coordinated the processing and distribution of donated wild game from hunters to hungry people throughout Pennsylvania. This sportsmen-inspired outreach program effectively channels wholesome venison via a network of approved deer processors and food banks down to local charitable organizations in our urban and rural communities. HSH has evolved as a respected partner with deer management practices throughout the Commonwealth, and together with the PA food banks, food pantries and charitable hunger-relief organizations that play a critical role in filling the gaps for families and individuals at risk of hunger; we are able to put food on their tables.

The HSH program is a registered 501c3 non-profit charity, with funding and support primarily derived from a mix of public and private sources. It has developed into the preferred nationally-recognized model many other states have now replicated. From its inception, HSH was founded as the signature mechanism for Pennsylvania hunters to demonstrate their personal and compassionate decision for helping low-income individuals and families with extra venison. Many wildlife management units in Pennsylvania offer multiple deer tags, longer seasons and special hunting opportunities that result in extra deer being donated to our program.

Based on this unique concept of sharing, the program's success is due to the cooperation of our processors, our volunteer county coordinators, our board of directors, state legislators, state and local agencies, in concert with our colleagues from a dedicated outdoor news media. All these components work together with a common mission to maximize the best-utilization of a valuable wildlife resource to help others needing food assistance.

HSH remains the most effective social-service program for hunters and wildlife managers to directly make a difference for those in need. More than 1.8 million Pennsylvanians are classified as living beneath the lowest-income poverty level, and as the recent economic downturn escalates, the need and requests for food assistance continues to grow.

HSH is looking for those who can assist on the county level acquiring donations, deer processors and educating their communities about this program. Donations of deer, monetary donations through our Buck for the Pot campaign, or through HSH sponsorships and grants, and volunteers donating their time are greatly needed to fuel our program. Help us continue to exceed our annual goal of 100,000 lbs of donated venison to help feed the hungry.

Since 1991

PENNSYLVANIA



EDUCATE

DO YOU KNOW?

1,800,000  IN PA NEED FOOD ASSISTANCE

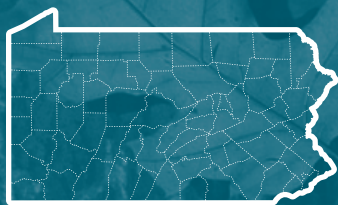
1 DEER 
= 200 MEALS

FOR EVERY \$25 DONATED
  MEALS
CAN BE SERVED 

VENISON IS  HIGHLY NUTRITIOUS / LOW IN CHOLESTEROL 

2017-2018  130,930 LBS.
DONATED & 667,400  MEALS SERVED 

 OUR YEARLY GOAL IS 100,000 LBS. OF DONATED VENISON



ALL 67 COUNTIES
PARTICIPATE

21  TO MORE THAN
REGIONAL FOOD BANKS 5,000
LOCAL PROVIDER CHARITIES

3,337 DEER DONATED to HSH in 2017-2018 SEASON

1,365,281 LBS.
DONATED
SINCE 1991 

HELPING FEED THE HUNGRY SINCE 1991

25 YEARS IN 2016 

HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

Did you know there are now 1.8 million families in Pennsylvania in need of food assistance? Many of these families access the resources of local food banks to help put food on the table for themselves and their children. When you donate an average-size deer, plus a small tax deductible deposit, you help us feed up to 200 people. Your generous donation of money will go directly to the costs of processing and storing the meat. Every \$25 donated helps us to process meat for 100 meals. HSH is helping to feed hungry people with your help. In 2018 HSH coordinated the delivery of 130,930 pounds of venison from 3,337 donated deer that helped to feed those in need. This record amount was reached because people got involved and helped.

Since 1991 the Hunter's Sharing the Harvest venison donation program, (HSH) has coordinated the processing and distribution of donated wild game from hunters to hungry people throughout Pennsylvania. This sportsmen-inspired outreach program effectively channels wholesome venison via a network of approved deer processors and food banks down to local charitable organizations in our urban and rural communities. HSH has evolved as a respected partner with deer management practices throughout the Commonwealth, and together with the PA food banks, food pantries and charitable hunger-relief organizations that play a critical role in filling the gaps for families and individuals at risk of hunger; we are able to put food on their tables. The HSH program is a registered 501c3 non-profit charity, with funding and support primarily derived from a mix of public and private sources. It has developed into the preferred nationally-recognized model many other states have now replicated. From its inception, HSH was founded as the signature mechanism for Pennsylvania hunters to demonstrate their personal and compassionate decision for helping

www.sharedeer.org

GET INVOLVED

...and help HSH feed the hungry in Pennsylvania!

Monetary Donations

GIVE A BUCK FOR THE POT! You can directly support HSH by participating with our Buck for the Pot campaign. Monetary donations go directly to the costs of processing and storing the meat. For every \$25 donated, 100 meals can be served to the hungry. Memorial contributions are also an appropriate gift as a way to express personal sentiments while helping to fight hunger.

Deer Donations

Hunters, donate a whole deer to one of our participating processors in your county area at no cost to you. There is no longer a fee or co-pay for dropping off a deer and donating the meat. HSH may occasionally accept elk, moose and caribou meat if handled by a licensed meat processor; please call HSH toll-free 1-866-474-2141 to verify eligibility and for more details.

Volunteer

County Coordinators are always needed in your county. Visit our online list to see if one is needed in your area.

Sponsor

HSH offers four levels of Corporate/Foundation Sponsorships and four levels of Individual, Club and Business Sponsorships in the HSH program.

*Monetary donations are tax deductible.

low-income individuals and families with extra venison. Many wildlife management units in Pennsylvania offer multiple deer tags, longer seasons and special hunting opportunities that result in extra deer being donated to our program.

Based on this unique concept of sharing, the program's success is due to the cooperation of our processors, our volunteer county coordinators, our board of directors, state legislators, state and local agencies, in concert with our colleagues from a dedicated outdoor news media. All these components work together with a common mission to maximize the best-utilization of a valuable wildlife resource to help others needing food assistance.

HSH remains the most effective social-service program for hunters and wildlife managers to directly make a difference for those in need. More than 1.8 million Pennsylvanians are classified as living beneath the lowest-income poverty level, and as the recent economic downturn escalates, the need and requests for food assistance continues to grow.

In an average hunting season, the HSH program's goal is to channel about 100,000 pounds of processed venison through the state's 21 regional food banks who then redistribute to more than 5,000 local provider charities such as food pantries, missions, homeless shelters, and churches as well as individual and families.

Thank you for your help, your understanding and your support as we work toward achieving our mission of delivering wholesome, high protein meat to those in need.



Hunters Sharing the Harvest
6780 Hickory Lane
Harrisburg, PA 17112

1-866-HSH-2141

www.sharedeer.org



BAG A BUCK TO FIGHT HUNGER!

*When you **donate an average-size deer**
you help us **feed up to 200 people.***

Each season Hunters Sharing the Harvest donates an average 100,000 pounds of venison to more than 5,000 food banks, soup kitchens, and mission outreach centers statewide. Families and individuals access the food banks to help put food on the table for themselves and their children.

Hunters Sharing the Harvest
6780 Hickory Lane
Harrisburg, PA 17112
1-866-HSH-2141

www.ShareDeer.org

**DON'T PASS THE
BUCK, GIVE IT TO US!**

Since 1991

PENNSYLVANIA



DONATE

HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

DON'T WASTE IT! When you donate an average size deer, at no cost to you, we can feed up to 200 hungry people. Statewide Area Coordinators and Meat Processors are ready to assist you to find and distribute processed venisons to food banks. For information, and a list of coordinators, meat processors and food banks in your area, visit our website at www.sharedeer.org!

Since 1991 the Hunter's Sharing the Harvest venison donation program, (HSH) has coordinated the processing and distribution of donated wild game from hunters and municipal herd reduction sources to hungry people throughout Pennsylvania. An average-sized deer will provide enough highly-nutritious, low-cholesterol meat for 200 meals. This sportsmen-inspired community service outreach effectively channels this wholesome venison product via an integrated network of approved deer processors and food banks down to the most local charitable provider organizations in our urban and rural communities. HSH has evolved as a respected partner with deer management practices throughout the Commonwealth.

Based on a unique concept developed by Pennsylvania hunting interests, the program's yearly deer season accomplishments are based on the cooperation of our dedicated volunteer county coordinator base, board of directors, legislators, state and local agencies, in concert with our colleagues from a dedicated outdoor news media. All these components work together with a common mission to maximize the best-utilization of a valuable wildlife resource to help those in need.

The HSH program is a registered 501c3 non-profit charity, with funding and support primarily derived from a mix of public and private sources. Individual financial donations also come from generous hunters and non-hunters who uphold a strong belief in supporting the outreach effectiveness of their own brand of social service. HSH has developed into the preferred nationally-recognized model many other states have now replicated. From its inception, HSH was founded as the signature mechanism for Pennsylvania hunters to demonstrate their own personal and compassionate decision for helping those low-income individuals and families with extra venison. Many wildlife management units in Pennsylvania offer multiple deer tags, longer seasons and special hunting opportunities that result in extra deer being donated by sportsmen and women year 'round.

HSH remains the most effective social-service program conduit for hunters and wildlife managers to directly make a difference, often form actions that take place in the fields and forest. Now more than 1.8 million Pennsylvanians are classified as living beneath the lowest income poverty level and are food insecure. Requests for additional food assistance from food banks and charitable outreach programs has increased. In an average hunting season, the HSH program's goal is to channel 100,000 pounds of processed venison annually through the states 21 regional food banks; we then redistribute it to more than 5,000 local provider charities such as food pantries, missions, homeless shelters, Salvation Army facilities and churches, as well as to families in need.

Thank you for your help, understanding and support as we work toward achieving our mission of delivering wholesome, high protein meat to those in need.



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Harrisburg, PA 17112

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GET INVOLVED

...and help HSH feed the hungry in Pennsylvania!

Monetary Donations

GIVE A BUCK FOR THE POT! You can directly support HSH by participating with our Buck for the Pot campaign. Monetary donations go directly to the costs of processing and storing the meat. For every \$25 donated, 100 meals can be served to the hungry. Memorial contributions are also an appropriate gift as a way to express personal sentiments while helping to fight hunger.

Deer Donations

Donate a whole deer through one of our participating processors in your county/area at no charge. HSH pays in full for processing of the deer meat thanks to corporate and business sponsorships.

HSH may occasionally accept elk, moose and caribou meat if handled by a licensed meat processor; please call HSH toll-free 1-866-474-2141 to verify eligibility and for more details.

Volunteer

County Coordinators may be needed in your county. Visit our online list to see if one is needed in your area.

Sponsor

HSH offers three levels of Corporate/Foundation Sponsorships and four levels of Individual, Club and Business Sponsorships in the HSH program.

*Monetary donations are tax deductible.

HOW TO DONATE A DEER

Hunters can drop off a whole deer at one of our participating processors found closest to where you live or hunt at no charge to you. Hunters who are willing to pay for the processing may also donate any portion of a deer. Simply let the deer processor know to set aside a specified amount reserved for the HSH program.

Simply follow these steps to donate a deer:

Enjoy A Safe and Successful Hunt



**Carefully Field-Dress, Legally-Tag
and Report Your Deer Harvest**



**Take the Whole Deer to Any HSH
Processor Near Where You Hunt or Live**



**Complete the HSH Donor Receipt
Form Verifying Your Donation**



**Know You Just Helped Feed
the Hungry in Pennsylvania**



Hunters Sharing the Harvest
6780 Hickory Lane
Harrisburg, PA 17112
1-866-HSH-2141
www.sharedeer.org

HSH is a 501C3 charitable organization and your contribution is tax deductible. The official registration and financial information of Hunters Sharing the Harvest may be obtained from the PA Dept. of State by calling toll free within Pennsylvania 1-800-732-0999. Registration does not imply endorsement.

Helping to feed the hungry since 1991.



HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

Did you know that each season HSH donates an average 100,000 pounds of venison to more than 5000 food banks, soup kitchens, mission outreach centers statewide. Families and individuals access the food banks to help put food on the table for themselves and their children.

Since 1991, Pennsylvania's HSH program has coordinated the processing and distribution of over 1.3 million pounds of donated venison from hunters through an accountable and integrated network of approved deer processors and food banks.

For every **\$25 Donated**, **100 meals** can be served.

DONATE \$10 = 40 meals **DONATE** \$25 = 100 meals
DONATE \$50 = 200 meals **DONATE** \$100 = 400 meals
DONATE \$250 = 600 meals **DONATE** 500 = 2000 meals

This colorful decal is provided with your donation to Hunters Sharing the Harvest.™



For more information, a list of coordinators, meat processors and food banks in your area, visit us online at **www.sharedeer.org**.



PLEASE GIVE A BUCK TO THE POT

and help HSH feed the hungry in Pennsylvania! If you don't hunt your financial support to help pay the butchers that process the donated meat. Please fill out the coupon for tax-deductible donations or visit us at sharedeer.org/support today! Checks can be made payable to Hunters Sharing the Harvest."

Name _____

Address _____

City _____ State _____

Phone _____ eMail _____

If donating as a memorial, please specify name: _____

HSH is a 501C3 charitable organization and your contribution is tax deductible.

The official registration and financial information of Hunters Sharing the Harvest may be obtained from the PA Dept. of State by calling toll free within Pennsylvania 1-800-732-0999. Registration does not imply endorsement.

Mail your donation to:

Hunters Sharing the Harvest
John Plowman, Executive Director
6780 Hickory Lane
Harrisburg, PA 17112

eMail: info@sharedeer.org
Toll Free: 1-866-474-2141

HUNTERS SHARING THE HARVEST OPPORTUNITIES FOR RECOGNITION

It's a fact! Did you know there are now 1.8 million families in Pennsylvania in need of food assistance? This number represents a 50% increase over just the last three years. Many of these families access the resources of local food banks to help put food on the table for themselves and their children. Since 1991, Pennsylvania's HSH program has coordinated the processing and distribution of donated venison from hunters through an accountable and integrated network of approved deer processors and food banks, down to the most local provider organizations in our urban and rural communities. In 2018, HSH coordinated over 120,515 pounds of high protein meat to hungry people.

How it Works: Our charity benefits from the 900,000 hunting licenses purchased each year and average harvest of approx. 300,000 deer seasonally, with not all hunters needing the meat from their successful trips afield. HSH provides the network of collection and distribution of that donated meat. The program begins when the hunter delivers their deer to any of the PA Dept. of Agriculture-inspected butchers across the state and gets a donor receipt from the butcher who is paid in full for total pounds processed at an agreed-to rate. The \$15.00 co-pay is no longer required thanks to the continued support of sportsmen's organizations, corporate sponsorships and individual contributions. The butcher shop grinds, bag and store all of the venison as ground meat for distribution to the food banks. That's it. Simple. HSH venison is of the highest –quality, low fat, and 100% natural food source and is in great demand by food distribution centers across the commonwealth. All processed meat is distributed via the state's 21 regional food banks (www.hungerfreepa.org & feedingpa.org) which then channels it to more than 5,000 local providers such as food pantries, missions, homeless shelters and churches.

How You Can Help: In a typical year, about 2,500 deer are donated. Like many non-profits, the program encounters greater funding challenges each season, most recently with contributions not keeping pace with the increased needs of the food banks. This is why your request to participate is so greatly appreciated. As an incentive to increase hunter donations the \$15 co-pay deposit has been eliminated. However HSH needs to maintain funding for deer processing and your sponsorship gift will help insure our processors are paid in full now and in the future. In addition a major sponsorship gift at the corporate level would clearly recognize your business as one that caress about the land, the outdoors and about the quality of life in our communities across Pennsylvania.

To Support the HSH Program: Visit the donation page on our website at www.sharedeer.org/support; eMail our HSH office at info@sharedeer.org or jwp@sharedeer.org; or call HSH toll free at 1-866-474-2141 or 717-545-1188.

All contributions are greatly appreciated.



Hunters Sharing the Harvest
6780 Hickory Lane
Harrisburg, PA 17112

1-866-HSH-2141

www.sharedeer.org

Please review the many opportunities for recognition listed below that will allow you to be part of the HSH program.

CORPORATE/FOUNDATION

\$10,000 and over
Corporate/Foundation Platinum Sponsor

\$5,000 to \$9,999
Corporate/Foundation Gold Partner

\$2,500 to \$4,999
Corporate/Foundation Silver Supporter

Sponsorships can be suggested for a specific need within the program, e.g.: administrative, promotion, processing, donor deposit elimination.

INDIVIDUAL, CLUB & BUSINESS

\$1000 to \$2499
HSH Sponsor

\$500 to \$999
HSH Partners

\$251 to \$499
Friends of HSH

\$25 to \$250
Buck for the Pot Contributions

Your generous donation of money will go directly to the costs of processing and storing the meat. Every \$25 donated helps us to process meat for 100 meals.

Memorial Contributions

When donating simply specify who your gift is in memory of or on behalf of.

As a Sponsor/Contributor:

- Your company name (logo) and link on HSH website with 150,000 unique visits each year
- Your company name (logo) can be printed on the deer donor receipt
- Paid/Earned Media exposure. HSH has phenomenal media reach with over 1.5 million impressions in statewide news publications and internet news sources. Each venue is spreading the word of the HSH program and its sponsors.
- Sponsor supported Radio/TV Public Service Announcements
- HSH Sponsor Decal - Window Sticker thank you mailing to approximately 2500 donors each season.

HUNTERS SHARING THE HARVEST *OPPORTUNITIES FOR RECOGNITION*

We would welcome the opportunity to discuss these opportunities further, as well as asking you to alert your employees, members and/or customers and vendors about our program and asking them to consider contributing as well. HSH is a unique yet uncomplicated program connecting hunters who have extra deer to share to food banks serving hungry Pennsylvanians that need the help. It's just that simple!

HSH is a registered 501(c)3 charitable organization and your donation is fully tax deductible. Our program management is highly-efficient with only 19% allocated towards administrative and non-processing expenses. Staff consists of one full time Executive Director and a part time assistant. Our Board of Directors, our 77 volunteer coordinators and some processors donate their time and talents that help to make it a success. The lists can be found on our website www.sharedeer.org

Sponsorship/Contribution Form

We would like to make a donation to Hunters Sharing the Harvest to help feed the hungry in Pennsylvania.

☐ We need to be invoiced ☐ Our check is enclosed If paying by credit card, visit: www.sharedeer.org/support

Corporate/Foundation Sponsorship Levels - Please mark your choice

- | | | |
|---|--------------------------|----------------------|
| <input type="checkbox"/> Corporate Platinum Sponsor | \$10,000 and up | Suggested use: _____ |
| <input type="checkbox"/> Corporate Gold Partner | \$5,000 to \$9999 | Suggested use: _____ |
| <input type="checkbox"/> Corporate Silver Partner | \$2500 to \$4999 | Suggested use: _____ |

Sponsorships can be suggested to be used for a specific need within the program, e.g.: administrative, promotion, processing, co-pay elimination.

Individual, Club and Business Sponsorships Levels - Please mark your choice

- | | | |
|---|-------------------------|---------------------|
| <input type="checkbox"/> HSH Sponsorship | \$1000 to \$2499 | In Memory of: _____ |
| <input type="checkbox"/> HSH Partner | \$500 to \$999 | In Memory of: _____ |
| <input type="checkbox"/> Friends of HSH | \$251 to \$499 | In Memory of: _____ |
| <input type="checkbox"/> Buck for the Pot | \$25 to \$250 | In Memory of: _____ |

Name/Company Name _____

Address _____

City _____ State _____ Zip _____

Contact Name (If Applicable) _____

Phone _____ eMail _____

Mail to: Hunters Sharing the Harvest, 6780 Hickory Lane, Harrisburg, PA 17112

Any questions relating to your donation/sponsorship, or to request material for your company's employee participation, please call John Plowman, Executive Director at 1-866-474-2141 or via eMail at info@sharedeer.org. Once your donation is received, HSH will provide a letter of acknowledgement to keep in your files for tax purposes.

HSH is a 501C3 charitable organization and your contribution is tax deductible. The official registration and financial information of Hunters Sharing the Harvest may be obtained from the PA Dept. of State by calling toll free within Pennsylvania 1-800-732-0999. Registration does not imply endorsement.

Hunters Sharing the Harvest
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1-866-HSH-2141

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PARTICIPATE

HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

2018 SEASON PARTICIPATING PROCESSOR AGREEMENT

Please check and complete all that apply and return ASAP. **Highlighted areas are IMPORTANT!**

_____ **I/we are inspected or licensed. If yes, please attach a copy of certificates.**

As of 2012 HSH participating deer processors handling venison for public food assistance charities must be inspected and certified with a specific deer processor registration. **Note: This requirement is waived if your business is already registered by another county health department or the state Agricultural Licensing Departments.** (Examples include Retail Food Facility registration; Meat or Food Establishment registration; Wholesale registration; Eating & Drinking Establishment License, etc.). We want to thank our dedicated processors in advance for their patience and cooperation while we work to bring uniform food safety criteria and quality control to all of our venison donations.

For information on the necessary inspection and registration program specific to HSH, please contact the PA Dept. of Agriculture Bureau of Food Safety @ 717-787-4315 www.EatSafePA.com or the HSH office at the toll free number 866-474-2141.

_____ **I/we do have adequate cold storage facilities.** See the Self Inspection Checklist for further details.

_____ **I/we agree to have each hunter who donates a whole deer fill out a Deer Donor receipt to be completed for EACH donated deer and provide them with a copy of the receipt.**

THIS FORM MUST BE LEGIBLE AS WE NEED TO TRACK THE LOCATION OF THE DEER FOR FOOD SAFETY.

If processing is for a DMAP Deer, PA Game Commission, Mistake-Killed deer or other categories, please check the box on the receipt so HSH can process accordingly.

Our rate will be \$ _____ to process a whole deer into 2 lbs. or 5 lbs. packages of ground meat.

Business Name _____

Checks Payable to (must match the SSN or the Tax ID number) _____

Business Tax ID# (EIN or SSN) _____

Contact Person _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ County _____

Email _____

Signed _____ Printed _____

Return signed agreement to:

John Plowman, Executive Director
6780 Hickory Lane, Harrisburg, PA 17112
Telephone: 717-545-1188
Email: jwp@sharedeer.org

DEADLINE TO SUBMIT THE AGREEMENT APPLICATION TO HSH IS OCTOBER 15, 2018

****REIMBURSEMENTS CAN NOT BE PAID UNTIL YOUR SIGNED AGREEMENT IS RECEIVED AND APPROVED.**

Request for materials:

_____ I need HSH Brochures/Literature

_____ I need HSH Meat Bags: List quantity needed: 1 lb. _____ /2 lbs. _____ / 5 lbs. _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

6780 Hickory Lane
Harrisburg, PA 17112
1-866-HSH-2141

To: HSH Processors

PA Workers Compensation Insurance Compliance Form (SWIF)

Dear Processor:

Please fill out and mail back with a copy of your insurance certificate if needed, to the address above. The business name should be the same as on form W-9. Thank you for helping HSH be in compliance.

Statement:

As a participating HSH Processor I hereby state that I am not an employee of Hunters Sharing the Harvest charitable venison donation program, but a subcontractor (sole proprietor) who has signed a valid agreement with HSH for donated deer meat processed and distributed to area Food Banks. I work my own schedule, supply my own tools and work in my own facility inspected and registered by the PA Dept of Agriculture Bureau of Food Safety. In addition, I am fully responsible for decisions on how best to complete the task for my customers, the hunters donating deer to the HSH program.

Name _____

Business Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ County _____

Email _____

Please check one: I am

☐ **Sole Proprietor w/o employees.** No insurance certificate required.

☐ **Sole Proprietor with employees. Enclosed is PA Workers Compensation Insurance Certificate.**

Definitions of Sole Proprietor from SWIF (State Workers' Insurance Fund) website

What If I Use Subcontractors?

Pennsylvania Workers' Compensation Act Section 302 (a) & (b) provides that a contractor is responsible for the payment of compensation benefits to employees of uninsured subcontractors. Contractors shall not subcontract all or any part of contract unless the subcontractors used have presented proof of insurance. Consequently, all contractors should keep workers' compensation certificates of insurance on file to prove coverage.

What If the Subcontractor is a Sole Proprietor?

Sole Proprietors with no employees are not required to carry workers' compensation insurance. However, detailed information must be provided to SWIF to prove that the individual is a true independent contractor. If SWIF determines that the sole proprietor is your employee, you will be charged for his/her payroll as per the appropriate classes on your policy. It is your responsibility to provide SWIF with all appropriate documentation to resolve their employment status. Currently workers compensation coverage for sole proprietor(s) is available through the State Workers' Insurance Fund.

Pennsylvania Department of Agriculture
Bureau of Food Safety and Laboratory Services
717-787-4315 • www.EatSafePA.com

Dear Owner of a Deer Processing Establishment,

As a participant in the Hunters for Sharing the Harvest program your deer processing establishment must be compliant with federal and/or state laws. Enclosed are the necessary forms and applications for obtaining a Registration from the Pennsylvania Department of Agriculture under the Food Safety Act of 2010 (3 C.S. §§5721 – 5737) as a custom **deer processor**. This registration application and inspection requirements has been specifically developed in partnership with and in consultation with the Hunters Sharing The Harvest Program's deer processor/directors Rick Fetrow, Kip Padgelek and Lorne Peters. 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 deer 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.

The enclosed material must be fully completed and returned to the appropriate Regional Office as listed below. Please note failure to provide all required information could delay your application approval. The Department of Agriculture, Regional Food Sanitarian and/or Supervisor, will review the application and contact you if further information or clarification is needed, or if approved to schedule a **registration inspection** prior to your opening for operation. If your application is disapproved, you will receive a written letter stating the reasons for the application disapproval. Applications can be resubmitted at any time. **Please allow 3 – 4 weeks for processing.**

DO NOT SEND MONEY WITH THIS APPLICATION. Registration fees will be collected **at the time of the Inspection.** NO CASH accepted-checks or money orders only, payable to Commonwealth of PA. Initial registrations and annual renewals are \$35.00

Sincerely,
 The Bureau of Food Safety & Laboratory Services Staff

MAILING ADDRESSES: The Pennsylvania Department of Agriculture
 Bureau of Food Safety and Laboratory Services

Followed by the address below....

Region 1 (Clarion, Crawford, Elk, Erie, Forest, Jefferson, McKean, Mercer, Venango and Warren)
13410 Dunham Rd, Meadville, PA 16335 | 814-332-6890 | Fax: 814-333-1431

Region 2 (Cameron, Clinton, Columbia, Lycoming, Northumberland, Montour, Potter, Snyder, Tioga and Union)
542 County Farm Rd, Suite #102, Montoursville, PA 17754 | 570-433-2640 | Fax: 570-433-4770

Region 3 (Bradford, Carbon, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Wayne and Wyoming)
Rt 92 South, Po Box C, Tunkhannock, PA 18657 | 570-836-9824 | Fax: 570-836-6266

Region 4 (Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Indiana, Lawrence, Washington and Westmoreland)
#6 McIntyre Rd, Gibsonia, PA 15044 | 724-443-1585 | Fax: 724-443-8150

Region 5 (Bedford, Blair, Cambria, Centre, Clearfield, Fulton, Huntingdon, Juniata, Mifflin and Somerset)
1307 7th St, Cricket Field Plz, Altoona, PA 16601-4701 | 814-946-7315 | Fax: 814-946-7354

Region 6 (Adams, Cumberland, Dauphin, Franklin, Lebanon, Lancaster, Perry and York)
Room G-12, 2310 North Cameron St, Harrisburg, PA 17111 | 717-346-3223 | Fax: 717-346-3229

Region 7 (Berks, Bucks, Chester, Delaware, Lehigh, Montgomery, Northampton, Schuylkill, Philadelphia)
1015 Bridge Rd, Collegeville, PA 19426 | 610-489-1003 | Fax: 610-489-6119

Pennsylvania Department of Agriculture
Bureau of Food Safety and Laboratory Services
717-787-4315 • www.EatSafePA.com

APPLICATION FOR CUSTOM DEER PROCESSING

As a registered deer processor, you may label your product or packaging, publications, advertisements, etc... with the following abbreviation: **"Reg. Penna. Dept. Agr."**

This Application is intended for one establishment location

APPLICATION FOR: Deer Processors - Processing of wild caught and field dressed deer only, and not under USDA inspection.

NAME OF THE BUSINESS: _____

NAME OF THE LEGAL OWNER OF THE BUSINESS: _____

PHYSICAL ADDRESS OF PROCESSING ESTABLISHMENT: _____

_____	_____	_____	_____
Street Number and Name	City	State	Zip Code
_____	_____		
County	Township/Borough		
_____	_____		
Phone Number	Fax Number		
_____	_____		
Email Address	Cell Number or Alternate Phone Number		

MAILING ADDRESS (If Other Than Above):

_____	_____	_____	_____
Street Number and Name	City	State	Zip Code

WATER: The Establishment is using: (Check which one applies)

- ☐ A public/municipal water supply.
 Water Company Name (example: Pa American Water) _____
- ☐ Non-municipal/private water supply (example: well water) regulated by DEP.
 Department of Environmental Protection (DEP), can be reached at 717-783-2300.
- ☐ Non-public water supply (one not regulated by DEP). **If you are on a private well that is not inspected by DEP, you must have a water test done on your well water.** Contact an approved water testing laboratory in your area to make arrangements for this water testing. A coliform and nitrate/nitrate test must be performed and a current satisfactory water test must be attached to this application or made available at the registration inspection.

SEWER: The Establishment is using: (Check which one applies)

- ☐ A municipal/public sewage disposal system. Name of Sewage Authority: _____
- ☐ A non-public sewage disposal system (examples; Sand mounds, holding tanks).
 Note: You must have sewage disposal system that is legally approved by your municipality and is functioning properly.

TRASH/MEAT SCRAP DISPOSAL:

- ☐ The Food Establishment trash collector is _____ (company name)
- ☐ List any other refuse or waste collection companies that you use _____
 (ex: grease collection, food scraps, meat rendering, or similar)

OPERATIONAL INFORMATION

Which **months** of the year do you plan on processing? _____

List which **days of the week and times** of day you will most likely be processing? _____

FLOOR PLANS for NEW DEER PROCESSORS

Although NOT required by Law, New Food Establishments that would like the Department to review and provide comments on plans for their establishment to assure compliance with Codes may voluntarily submit a blue print – or simple hand-draw sketch – of the proposed food processing establishment layout and a listing of proposed equipment. Simply attach your plans to this application.

HEALTH POLICY

As a food establishment providing a food processing services to the public, it is your responsibility to assure that you and any food workers are in good health and not ill with any illness that could be transmitted in food. Please have a plan in place to deal with times when you may not be feeling well, but have processing jobs to do. An employee health policy establishes how to handle ill food workers, including you, during processing times.

ALL APPLICANTS COMPLETE

This application should be **submitted to your local Regional Office**, as listed on the cover letter.

The Applicant understands and agrees that this document is an application for the **Registration of a deer processing establishment only**. The applicant understands and agrees that only a “proprietor” of this operation may obtain the registration; and that a “proprietor” may be a person, partnership, association or corporation operating the food establishment within the Commonwealth of Pennsylvania. The applicant verifies that the person or entity listed below is the “proprietor” of the food establishment that is the subject of this application. By signature on this application the proprietor confirms that the business is operating a deer processing establishment that has been approved by the local municipality with regards to any water, sewer, zoning or building codes requirements. Additionally, any other local, state, or federal rules and regulations that may be applicable are in compliance.

The applicant verifies that all statements and information in this application are true and correct to the best of the applicant’s knowledge, information and belief; and makes these statements subject to the penalties of 18 Pa.C.S.A. § 4904, relating to unsworn falsification to authorities.

Please complete and sign the below ownership category that best describes your business:

If a Corporation, LLC, LLP or Association, please continue to next page.

☐ INDIVIDUAL PERSON:

☐ PARTNERSHIP: (one signature needed)

Signature

Signature-General Partner

Signature-General Partner

Legibly Print Name

Legibly Print Name

Legibly Print Name

Date

Date

Date

OFFICIAL USE ONLY Registration - Deer Processor | Standards for Review: Chapter 57/CFR's

☐ **APPROVAL**, DATE _____ Owner was contacted with approval on _____

☐ **DISAPPROVAL**, DATE _____ Owner was sent a denial letter on _____

Reasons for denial: _____

Reviewing Sanitarian: _____

2012a

☐ CORPORATION or ASSOCIATION / NON-PROFIT ENTITY:
(Minimum of one signature is needed.)

Name of Corporation or Non-Profit Entity	
Signature of President / VP (circle which) Date	
Legibly Print Name	
Signature of Secretary / Treasurer (circle which) Date	
Legibly Print Name	

☐ LIMITED LIABILITY COMPANY (LLC) or LIMITED LIABILITY PARTNERSHIP (LLP):
(Minimum of one signature is needed.)

Name of LLC or LLP			
Signature – Member		Date	
Legibly Print Name		Legibly Print Name	
Signature – Member		Date	
Legibly Print Name		Legibly Print Name	

OFFICIAL USE ONLY Registration - Deer Processor | Standards for Review: Chapter 57/CFR's

<input type="checkbox"/> APPROVAL , DATE _____	Owner was contacted with approval on _____
<input type="checkbox"/> DISAPPROVAL , DATE _____	Owner was sent a denial letter on _____
Reasons for denial: _____	
Reviewing Sanitarian: _____	



HUNTERS SHARING THE HARVEST

PENNSYLVANIA'S VENISON DONATION PROGRAM

Self Inspection Checklist for Hunters Sharing the Harvest Deer Processors

Personal Hygiene

- ☐ There is a strict personal hygiene policy in place.
- ☐ Outer clothing worn while processing will be neat and free from any contamination. Dirty clothing, aprons, uniforms and similar are removed or replaced when they become overly soiled and could be a source of contamination of the meat.
- ☐ A handwashing sink with hot and cold running water, soap and paper towels is conveniently located in the processing area, is accessible at all times and used frequently.
- ☐ Hair restraint is worn by all persons accessing the processing area when processing is occurring.
- ☐ Disposable gloves are properly used when possible for processing.
- ☐ Hands are frequently washed throughout the day or anytime when they may have become contaminated.
- ☐ There is no smoking, eating or drinking in the processing or storage areas. This will only occur in designated areas that will not contaminate food or food contact surfaces.
- ☐ No employee or owner will handle or process food when ill with fever, diarrhea, or gastro intestinal illness or if diagnosed with a foodborne illness.
- ☐ Any cuts or lesions on the hands or arms will be effectively covered with an impermeable bandage and covered with a properly used glove.

Storage Temperatures

- ☐ Refrigerators are all below 41°F
- ☐ Freezers are holding all foods in a frozen state (Approximately 0°F)
- ☐ A thermometer is in place and functioning in every refrigerator or freezer
- ☐ Temperatures are monitored frequently throughout the day
- ☐ Temperature log sheets records are maintained and on file for review

Meat Handling

- ☐ Meat product is properly processed under sanitary conditions
- ☐ All equipment for processing meat including cutting boards, knives, saws, grinders and similar have been properly cleaned and sanitized prior to use.
- ☐ Meat product is quickly packaged after processing and immediately stored under refrigeration
- ☐ Diseased or damaged meat is not processed or used
- ☐ By-product scraps are properly stored and disposed of in a manner not contaminating useable meat

Self Inspection Checklist for Hunters Sharing the Harvest Deer Processors

Continued...

- ☐ Meat is protected from chemical hazards such as sanitizers, cleaners and similar
- ☐ Meat is protected from physical hazards such as glass, acrylic fingernails, bandages, hair, dirt, unprotected light bulbs and similar
- ☐ Meat is protected from biological hazards such as harmful bacteria, viruses, parasites, and fungus that would render the product unsafe for human consumption

Cleaning & Sanitizing

- ☐ A cleaning schedule is established for cleaning and sanitizing of all food and non-food contact surfaces
- ☐ Cleaning of equipment NOT used in a cold room that is below 41°F is cleaned and sanitized every 4 hours
- ☐ Cleaning of equipment stored and used in cold rooms (below 41°F) are cleaned and sanitized every 24 hours
- ☐ Cleaners used are approved for food contact surfaces
- ☐ All equipment is properly sanitized with an approved sanitizer (Chlorine or Quaternary Ammonia) at safe concentrations
- ☐ Test strips for sanitizers are available and used for testing of the sanitizer concentrations
- ☐ All chemicals are properly stored, labeled and used

Pest Control

- ☐ The establishment is free of pests such as insect and rodents or similar
- ☐ Measures are in place to prevent entrance of pests (screens, door sweeps, closed sealed doors)
- ☐ Pest monitoring is regularly occurring (such as glue boards or visual inspections)
- ☐ If needed, a current pest control service is contracted
- ☐ Only a certified pest control operator shall apply any restricted use pesticides to my establishment
- ☐ If used, pest control records are available for review
- ☐ Use of glue boards or rolls, electrocuters, bug lights, rodent traps and similar are being done in a manner not to contaminate the meat or food contact surfaces

Overall Establishment Maintenance and Operation

- ☐ The establishment is maintained in overall sanitary conditions
- ☐ Unnecessary equipment or broken equipment is removed from the processing area
- ☐ The processing area is maintained in a manner that allows it to be easily cleaned

Please note: This checklist is not intended to be an all inclusive list of items relating to food safety or to replace any regulatory requirements not mentioned herein.