



2011

Processors Guide for Participation with Michigan Sportsmen Against Hunger

HELPING FEED MICHIGAN'S FAMILIES IN NEED

TABLE OF CONTENTS

- Introduction.....2
- Processor Requirements.....3
- Donations.....3
- Reimbursement.....4
- Transportation to local charity.....5
- Processor Contact Sheet.....6

Michigan Sportsmen Against Hunger (MSAH) is a 100% all- volunteer, 501 © 3 tax exempt nonprofit organization dedicated to developing the resources and infrastructure necessary to channel nutritious high protein wild game meat donations to Food Banks, soup kitchens, and homeless shelters that feed the hungry throughout Michigan.

A brief history of MSAH

Since 1990, the Michigan Sportsmen Against Hunger (MSAH) has been working to facilitate the linkages between donors, wild game processors, and the charities that feed hungry individuals. MSAH is an organization with no paid staff persons and is operated solely by sportsmen and sportswomen concerned about making a positive difference in the community and the State. Together, they have assembled a network of processors and charities to help channel wild game meat donations into the hands of those in need.

MSAH was founded by: Safari Club International, Michigan United Conservation Clubs, Ted Nugent United Sportsmen of America, Michigan Bow Hunters Association, the United Methodist Men’s Club, Food Bank Council of Michigan, and the Michigan Department of Natural Resources. Other participating organizations are: Whitetails Unlimited, Michigan Trappers and Furbearers, Michigan Agriculture Department, and individuals from Hartford Insurance and Merrill Lynch. Many other sporting organizations and individuals share in the concern for feeding the hungry of Michigan thru their support of our mission.

The program has grown to generating approximately 50,000 lbs and more than 200,000 servings annually.

Hunger In Michigan

Every day 1 in 10 people will need to go to a food bank in Michigan. That is about 1 million people in our state according to a study conducted in 2005 by the Food Bank Council of Michigan and its membership.

This is why MSAH and your community need you! Processors like you throughout the state are coming to the aid of those who are hungry everyday. The success of the MSAH processing program relies upon processors to join the fight against hunger and assist us in processing donated venison. The food banking network in Michigan has over 2500 agencies such as church pantries, soup kitchens and shelters in every county.

Take a few moments and look over this guide book to help in understanding our reimbursement program, safe food handling and important contact information.

*Thank you for joining the fight against hunger in our state by joining the
Michigan Sportsmen Against Hunger processing program.
Without your help, someone would have gone to bed hungry tonight.*

2011 Processor Requirements to participate in the MSAH processing program

These guidelines will be printed on a year to year basis which will include any changes in poundage rate paid for deer donation, food safety, documentation or contact information. These guidelines were written and adapted in accordance with the America's Second Harvest Comprehensive Food Bank and Agency Guidelines for Wild Game Donation Programs. Any ambiguity in our guidelines the America's Second Harvest guidelines will stand as written.

A. Facility Requirements

- a.) Licensed by the State of Michigan as a meat processing facility
- b.) You must be insured
- c.) You must be inspected by either the Michigan Department of Agriculture or by local health inspectors.
- d.) Carry liability insurance

B. Food Safety & Processing

- a.) Processors will follow all state and federal guidelines that have been established for processing donated venison
- b.) Included in this packet is the Processing Guide & Sanitation Requirements for Retail Food Establishments from the Michigan Department of Agriculture, Food & Dairy Division.

Their contact information is:

MDA, Food & Dairy Division, PO Box 30017, Lansing, MI 48909

Phone: 517-373-1060

www.michigan.gov/mda

- c.) All processed venison will have some identification that it is venison
- d.) All donated venison is to be ground and packaged into 1 lb, 2 lb, or 5 lb packages.
- e.) Processing costs will be reimbursed through MSAH. The weight that will be reimbursed is the actual final weight that was processed, not the hanging weight of the deer. This is the weight that will be confirmed by the charity once they receive the donation.

(See voucher/processing reimbursement section page 3)

f.) Processors are not encouraged nor should they accept donations of game meat that was not processed at their facility or has been pre-processed by hunter or others. Due to food safety guidelines and inspections at the food banks, meat that has not been professionally processed at a licensed facility can not be accepted by a food bank or distributed to anyone.

C. Venison Donations

This is where we need a bit more of your help.

When sportsmen or sportswomen come to your facility ask them if they would like to donate to the Michigan Sportsmen Against Hunger program by donating venison. **When donating whole deer, the Sportsman or woman do not have to pay for the processing of the donated deer to MSAH.** MSAH wants to work with the sportsmen and sportswomen to meet the goals of feeding the nearly 1 million people in our state

who need our help. The sportsmen or sportswomen can keep the antlers, head, cape or entire hide for mounting from the deer they donate. Make sure to ask the donor before processing what they want or need for mounting.

There are two ways in which someone can help MSAH:

I.) Donating either the entire deer or half of the deer to the program. There are no charges to the sportsmen or sportswomen. If someone wants to donate half of their deer MSAH will pay for the half of the deer that is donated. The other half of the deer is then the responsibility of the donor to cover the cost of half of a deer processed.

II.) If they do not want to donate their entire deer, ask if they would be willing to **donate a pound or two of burger for the program ~ Give a Pound**. The way this program works is that someone can donate 1 or 2 pounds of their already processed venison to the MSAH program. It is preferred if they donate ground venison to the MSAH program. Please set a collection container aside for such donations. The Give a Pound program is not part of the reimbursement program seeing how sportsmen or sportswomen have already paid for the processing of the venison.

If someone wants to make a cash donation to MSAH, refer them to our website at www.sportsmenagainsthunger.org Please DO NOT accept donations on behalf of MSAH.

D. Voucher/Processing Reimbursement Please submit your vouchers as soon as you can ~ the sooner you submit, the sooner you will receive your reimbursement.

No cost of processing a donated deer will be passed on to the sportsmen or sportswomen who donate a deer. In 2006, the Michigan Legislature passed a bill that allows the Department of Natural Resources to collect donations at retailers that sell hunting and fishing licenses. The donations collected at these retailers are then passed on to the Michigan Sportsmen Against Hunger program fund by the MDNRE and utilized to benefit the hunger in our state through the MSAH program.

For you to be reimbursed for processing you will need to fill out a voucher that has been provided to you. Here are the steps to filling out the voucher:

a.) **First page**, white/**Donor Copy** – Donor and Processor to fill out and a copy given to the donor

b.) **Second page**, yellow/**Processor Copy** – Charity collecting processed venison to fill out bottom portion fully and must **sign** when they are receiving the processed venison. Also, the pounds that are reimbursable are the final processed weight. That amount should be recorded on the line “number of pounds donated”.

c.) **Third page**, pink – **MSAH Copy** to be sent in for reimbursement. The sooner you send in the voucher the sooner you will be reimbursed. There must be a signature from the charity agency on this page. We are working closely with the state of Michigan to make this program as efficient as possible and to get the funding to the processor. Without proper documentation or if forms are not completely filled out, it will delay your reimbursement.

**PLEASE MAKE SURE THE MAILING ADDRESS FOR MSAH IS CORRECT ON THE ENVELOPE!
MAIL ONLY TO: MSAH, P.O. BOX 5127, WARREN, MI. 48090-5127**

E. What to do with the donated venison

Many processors have long time relationships with their local charities. If you are new to our program we will assist you with making that local connection to a charity.

**Please fill out the “Processor Information/Contact Sheet” (page 6) and
Mail to the MSAH Processor Coordinator listed at the bottom of that sheet**

A representative from Michigan Sportsmen Against Hunger will be contacting you to confirm your information and to answer any of your questions. Once you know the name of the charity that you will be with it is suggested that a conversation with the charity happens before deer season. Talk about how often they can pick up, who will pick up, and the capacity of their freezers for the donations. This will help with the overall donation process and getting the food to those who need it.

Thank You

Without the support and generosity of businesses like yours families throughout Michigan would not be able to put a meal on their table. Each and everyday 1 out of 10 individuals will have trouble finding food for themselves or for their family. It has even been estimated that people are missing as many as 7 meals a week in our state. Try to imagine missing one meal a day for a week.

That is why programs such as Michigan Sportsmen Against Hunger is here and working with you. We want to see everyone in Michigan have access to good, healthy food everyday. If you have any questions or concerns please contact MSAH, a contact sheet has been provided for you in this packet.

Again, Thank You for your support of our program and for helping those who are hungry in our state.

Michigan Sportsmen Against Hunger 2011 Board Members Representing

Safari Club International, Michigan United Conservation Clubs, United Methodist Men, Greater Lansing Food Banks & Mid Michigan Food Banks, Ted Nugent United Sportsmen of America, Michigan Bow Hunters Association, Sparta Hunting & Fishing Club, Michigan Department of Natural Resources, Montcalm County branch of QDMA, Eaton County branch of QDMA, the Thumb Chapter of QDMA and Private Citizens

To contact any of the board members phone the organization at (586) 552-6517

**Processor Information/Contact Sheet
Michigan Sportsmen Against Hunger**

Please fill out the information below. This will assist us in keeping our records up to date and the ability to contact you when there any changes to our program.

~Thank you~

Business Name:
Contact Name:
Address:
City, State & Zip:
Phone Number:
Fax Number:
Email:

Please provide us with the following information:

- 1.) Have you ever collected from MSAH before? Yes or No
If **yes**, beginning what year _____
- 2.) Your license number/processing number/custom exempt number _____
- 3.) Are you insured? Yes or No
If **yes** who is your carrier: _____
- 4.) Is your business inspected? Yes or No
If **yes** by who: _____

If you are already working with a local charity please let us know their name/address/phone number.
If you are not working with someone right now leave this blank

1)
2)
3)
4)

Mail this form to:

MSAH Processor Coordinator, P.O. Box 5127, Warren, MI. 48090-5127

*Thank you for your time, your efforts and your commitment to help with
the fight against hunger in each of our communities.*