



# MSAH AFFILIATED PROCESSOR GUIDELINES MANUAL

## 2023

*HELPING FEED MICHIGAN'S FAMILIES IN NEED*

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*The Michigan Sportsmen Against Hunger program is a 501c3 organization, ALL fund donations are tax deductible.*

### **A brief history of MSAH**

Since 1990, the Michigan Sportsmen Against Hunger (MSAH) has been working to facilitate the linkage between donors, wild game processors, and the charities that feed hungry individuals. MSAH is an 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 in the local communities of Michigan.

For 2023 starting 7/21/2023 MSAH will be reimbursing wild game processors at \$2.00 per processed pound of venison,

MSAH was founded by: Safari Club International, Michigan United Conservation Clubs, Ted Nugent United Sportsmen of America, the United Methodist Men’s Club, Michigan Bow Hunters Association, Food Bank Council of Michigan, and the Michigan Department of Natural Resources. Other participating organizations are: National Deer Association. Many other sporting organizations and individuals share in the concern for feeding the hungry of Michigan through their support of our mission.

### **Hunger in Michigan**

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 every day. 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.

**Highlights of the Michigan Hunger 2014 Study: 1,792,200 different people annually seek food assistance, of these people:**

- **59%** are White, **25%** are Black / African American, **6%** are Hispanic / Latino and **10%** are of some other race
- **17%** of households are Grandparents who have Grandchildren living with them.
- **18%** are 60 years of age and older
- **25%** most common age of 30-39
- **37%** of households contain a child under the age of 18
- **37%** of households contain a senior aged 60 or older
- **63%** have to choose between food and medicine
- **69%** have to choose between food and utilities

**2023 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 / Wild game processors who have questions related to being licensed or food safety requirements can visit **[www.michigan.gov/meatprocessing](http://www.michigan.gov/meatprocessing)** or call at 800-292-3939.
- b.) You must be insured.
- c.) You must be inspected by either the Michigan Department of Agriculture and Rural Development (MDARD) or the United States Dept of Agriculture (USDA).
- d.) You must 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.
- 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 cannot be accepted by a food bank or distributed to anyone.

## **C. Venison Donations**

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 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:

1. **Donating the entire deer** to the program. There are no charges to the sportsmen or sportswomen.
2. 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](http://www.sportsmenagainsthunger.org) Please DO NOT accept donations on our behalf.

**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 Sportsmen Against Hunger Fund by the MDNR and utilized ONLY to pay for the processing of donated deer and a small amount for program administration. **MSAH currently pays \$2.00 per processed pound of venison.**

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. You can send copies of these forms electronically via email OR send them USPS.

**PLEASE MAKE SURE THE MAILING ADDRESS FOR MSAH IS CORRECT ON THE ENVELOPE! MAIL ONLY TO: MSAH, 2101 Wood Street, Lansing, MI. 48912**

E. What to do with the donated venison

Many processors have long time relationships with their local non-profit Food Banks, Pantries or Shelters. If you are new to our program, we can assist you with making that local connection to a local Food Bank, Pantry or Shelter.

**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 contact you to confirm your information and to answer any of your questions. Once you know the name of the charity that you will be working 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. It has even been estimated that people are missing as many as 7 meals a week in your community and our state as a total.**

**That is why programs such as Michigan Sportsmen Against Hunger are here and working with you. Everyone in Michigan should have access to good, healthy food every day. 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 your community and our state.**

Michigan Sportsmen Against Hunger 2023 Board Members Representing

Safari Club International, Safari Club Chapters, S.E. Michigan Bowhunters Chapter, Michigan United Conservation Clubs, Food Bank Council of Michigan, Ted Nugent United Sportsmen of America, Michigan Bow Hunters Association, Michigan Department of Natural Resources, National Deer Association, and Private Citizens

**To contact the M.S.A.H. Board please phone the organization at 586-552-6517 or email to [msahunger@gmail.com](mailto:msahunger@gmail.com)**

## 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~

### **MSAH PROCESSOR APPLICATION**

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: \_\_\_\_\_

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)

### **USPS Mail this form to:**

**MSAH Processor Coordinator, MSAH 2101 Wood Street, Lansing, MI. 48912**

**Email it to: [msahunger@gmail.com](mailto:msahunger@gmail.com)**

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