Hello Official Passback Collector,

Thank you so much for signing up to be a part of the U.S. Soccer Foundation’s Passback program! The Passback program provides equipment to kids in underserved communities where children love the sport, but don’t have the resources to play. Thanks to the dedication of people like you, the Foundation has redistributed over 1 million pieces of soccer equipment, enriching the lives of young people around the world!

Rest assured that organizing a collection and donating soccer equipment is a simple process. Our hope is that this Passback manual will walk you through the process, and provide you with the tips and best practices necessary to set up a successful Passback collection in your community. However, if more information is needed, do not hesitate to contact us at the U.S. Soccer Foundation at passback@ussoccerfoundation.org.

It takes just one soccer ball to change the life of a child and just one jersey to make a child feel a sense of belonging, so thank you again for being a part of the Passback program.

Welcome to the team!

Thank you,

The Passback Team
U.S. Soccer Foundation
Step-By-Step Guide for Your *Passback* Collections

**Step 1 – Hold a *Passback* Collection:**
- A *Passback* collection may consist of new and/or gently used soccer equipment.
  - Gently used refers to any equipment that is not ruined, torn, or excessively dirty – really anything that could be used again.
- Equipment we accept: jerseys, shorts, shinguards, goalie jerseys, goalie pants/shorts, goalie gloves, socks, cleats, soccer balls, and bags.
  - The Foundation prefers jersey sets; however, non-matching logos, numbers, or names are acceptable.
  - Balls do not have to be deflated.
  - Cleats, socks, shinguards, and goalie gloves are only accepted in pairs.

**Step 2 – Register as an Official *Passback* Collector**
- Register as an official *Passback* collector online by visiting this [link](#).

**Step 2 – Organize Your Collection:**
- Your club or organization must take inventory of your collection.
  - Organize your collection by equipment type.
  - When packaging shoes, please make sure to wrap a rubber band around pairs, or tie pairs together with their shoelaces.
  - Place a hard copy of the inventory in the box(es) before shipping, and save a copy for your records.

**Step 3 – Donate Your Equipment:**
- **You MUST donate locally:** The U.S. Soccer Foundation has a database of organizations across the United States that need equipment. All approved requests can be found on the *Passback* website using this [link](#). If you have trouble locating an organization, please contact the *Passback* Team ([passback@ussoccerfoundation.org](mailto:passback@ussoccerfoundation.org)) and include your zip code, inventory, and specific distribution needs in your email.

**Step 4 – Report Your Collection:**
- Submitting information about your collection and donation online using our [Reporting Form](#). We will not be able to count your collection if you do not submit a reporting form, so please make sure this happens!

**Step 5 – Share Your Success:**
- Submit pictures and videos of you and/or your team/club with your collection! You can upload them via the [Reporting Form](#), send them to passback@ussoccerfoundation.org, or share them via social media. Once we receive your collection inventory and picture(s)/video(s), we may post them on Facebook and Twitter.
Perfecting the Collection

In order to assist you with completing a successful Passback collection, we have provided five best practices that individuals across the country have utilized:

1. **Plan your Passback collection around specific types of events, such as:**
   - One-time events (at a birthday party, a soccer game, tournament, school/community event, etc.)
   - In conjunction with a fundraiser or soccer clinic.
   - On-going collections throughout the course of your school year (at a school, field, business, local sports store, or concession stand, etc.)
     - Consider installing a stationary bin at your school or community center.
   - As part of a community service project (through school, church, Bar/Bat Mitzvah ceremony, holiday drives, etc.)

2. **Target Donors:** In addition to family and friends, possible outreach opportunities include your state youth and adult soccer organizations, local school and club leagues, and local athletic stores. Be sure to target potential donors in the weeks prior to your collection.

3. **Outreach/Advertisements:** Advertise well in advance of the start of the collection so that people know to save their gear:
   - Consider contacting your local media outlets (newspapers, radio stations, etc.) to see if they’ll make an announcement about your collection. Try making an announcement over your school’s PA system or putting information in your school’s newsletter.
   - Create your own collection website (Facebook, twitter, Instagram, etc.) or use the U.S. Soccer Foundation to help advertise your collection. Share the link on our Facebook page or post it to our Twitter feed and we may share your page with all our friends.

4. **Passback Containers and Shipping:** Passback collection bins can be anything from cardboard boxes to plastic containers. If you are using cardboard boxes in your collection, you can also turn them into your shipping containers. You can also contact your local grocery store, outlet stores, or book stores for boxes.
   - Consider fundraising to cover shipping costs, or contact a local business or organization to help subsidize shipping.

5. **Letters/Certificates of Acknowledgement:** Upon submission of your Reporting Form, the Foundation will provide you with a U.S. Soccer Foundation Letter of Acknowledgement for your donation. The letter will states the number and types of items noted in your inventory form. We do not assign a value, as the IRS requires the donor to assign values. We can also send you a Passback Certificate of Acknowledgement; if needed please contact us at passback@ussoccerfoundation.org.