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## **AP 2714                      DISTRIBUTION OF TICKETS OR PASSES**

### **References:**

Title 2 Sections 18701, 18940.1, and 18944.1;  
Government Code Section 87302

Tickets or passes distributed by the District to designated District employees may be subject to limitations and gift reporting requirements. (Also see AP 2710 Conflict of Interest and 2712 Conflict of Interest Code.)

### **Definitions**

“District official” means any person designated by the District or required to be designated by the District as making or participating in the making of decisions which may foreseeably have a material effect on economic interests or who is otherwise required to file a statement of economic interests. (See AP 2712 Conflict of Interest Code.)

“Ticket” or “pass” means the admission to a facility, show, event, or performance for an entertainment, amusement, recreational, or similar purpose.

### **Applicability**

This procedure governs the distribution of tickets or passes that are acquired by the District by means of any of the following:

- pursuant to the terms of a contract for the use of District property or facility;
- because the District sponsors the event;
- by purchase by the District at fair market value;
- that are received from an outside source and not earmarked by the outside source for use by the District official who uses the ticket or pass.

Such tickets or passes are subject to the distribution procedure described herein.

This procedure does not apply to tickets or passes that are:

- provided to a District official, coach, athletic director, or employee to attend an amateur event performed by students of the District;
- treated by the District official as income consistent with applicable state and federal tax laws, and the District reports the distribution of the ticket or pass as income to the District official in compliance with the reporting provisions of Title 2 Section 18944.1(d) of the California Code of Regulations; or purchased from the District at face value by the District official.

### **Public Purposes**

Tickets or passes distributed to or at the behest of a District official through the distribution procedure described herein must accomplish the District’s public purpose of furthering the District’s mission. This includes, but is not limited to, the following:



- To significantly contribute to the professional development of a District official or employee;
- To develop and support employee morale and retention;
- To promote education-related activities locally and nationally;
- To promote and support the achievements of public agencies, local residents, non-profit organizations, community groups and small businesses that relate to education or which align with the objectives of the District;
- To promote District recognition and visibility locally, nationally, and international;
- To advance or promote District objectives/issues at events sponsored by governmental agencies, government related industry groups, or non-profit organizations;
- To promote enrollment by attending events hosted by or for prospective students, such as student productions, scholarship dinners, recognition dinners, award banquets, graduation ceremonies, and student sporting events;
- To promote accessibility of District officials by attendance at local community events;
- To promote District objectives by networking with other community and civic leaders; and
- Any purpose included in any District contract.

### **Distribution Procedure**

All tickets or passes subject to this procedure shall be forwarded to the Office of the Superintendent/President. The Superintendent/President or designee has the sole discretion to determine who shall receive the tickets or passes governed by this procedure.

The Superintendent/President or designee will determine the face value of the ticket or pass, and distribute the ticket or pass to the person who will benefit most directly or whose regular role in the District most directly relates to the facility, show, event, or performance. If more than one person would benefit equally or their role relates equally to the facility, show, event, or performance, the Superintendent/President will select one person to receive the ticket or pass by lot or rotation.

A District official receiving any tickets or passes distributed pursuant to this process may not transfer that ticket to anyone except for members of the District official's immediate family or no more than one guest solely for their attendance at the event. An unused ticket or pass may, however, be returned to the Office of the Superintendent/President for redistribution pursuant to this procedure. If the ticket or pass is for a specific event, the ticket or pass shall be returned prior to the commencement of the event.

### **Reporting**

For each ticket or pass distributed to a District official under this procedure, the Superintendent/President or designee will complete the California Fair Practices



Commission (FPPC) Form 802 or other applicable form as required by Title 2 Section 18944.1(d).

Other benefits provided to a District official at the facility, show, event, or performance that are not provided to all members of the public with the same class of ticket are not covered by this procedure and will need to be accounted for as gifts to the District official as required by law or by the District's administrative procedures or Board policies.

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Date Approved: March 7, 2016