



Administrative Procedure

Chapter 2 – Board of Trustees

AP 2714 – DISTRIBUTION OF TICKETS OR PASSES

From time to time, the District receives tickets or passes to community facilities, events, shows, or performances for an entertainment, amusement, recreational, or similar purpose. The District will distribute these tickets or passes when attendance at the event will further the District's mission or will significantly contribute to the professional development of an employee or a member of the Board of Trustees.

The District will 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, event, show, or performance. If more than one person would benefit equally or their role relates equally to the facility, event, show, or performance, the District will select one person to receive the ticket or pass by lot or rotation. The person receiving a ticket or pass pursuant to this procedure may not transfer the ticket or pass to any other person.

When the District provides a ticket or pass to an official of the District, the ticket or pass is not subject to the gift reporting provisions of AP 2710 Conflict of Interest, so long as the official treats the ticket or pass as income consistent with applicable state and federal income tax laws and the District reports the distribution of the ticket or pass as income to the official and on its website as set forth below.

Within 45 days of the date each ticket or pass is distributed, including those which the recipient treats the ticket or pass as income consistent with applicable state and federal income tax laws according to the paragraph above, the District will complete the California Fair Political Practices Commission (FPPC) Form 802. The District will post these completed forms on its website.

This Administrative Procedure does not apply to tickets to student productions, games, and similar District events, or to events where the person receiving the ticket performs a ceremonial role on behalf of the District. Additionally, tickets provided directly to a person from sources other than the District, such as individuals, foundations, corporations, etc., do not fall under this Administrative Procedure.

Reference:

Title 2 Section 18944.1

Date Approved: 3/11/2022

(This is a new procedure)