

**Board of Trustees**

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

2 **Reference:**

3 Title 2 Section 18944.1

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

9 The District will distribute the ticket or pass to the person who will benefit most directly or  
10 whose regular role in the District most directly relates to the facility, event, show, or  
11 performance. If more than one person would benefit equally or their role relates equally  
12 to the facility, event, show, or performance, the District will select one person to receive  
13 the ticket or pass by lot or rotation. The person receiving a ticket or pass pursuant to this  
14 procedure may not transfer the ticket or pass to any other person.

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

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

24 Office of Primary Responsibility: President/Superintendent

---

**Date Approved:** June 9, 2010

**Date Revised:** March 28, 2011

**Dates Reviewed:** October 17, 2018; March 28, 2022