
**San Bernardino Community College District
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 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.

Pursuant to the California Fair Political Practices Commission ("FPPC") Regulation 18944.1(b)(1), the receipt of a ticket or pass from an outside agency is not a reportable gift if the recipient reimburses the District for the value, or if all of the following are true:

- A. The ticket or pass is not earmarked by the original source for use by a particular individual;
- B. The District determines, in its sole discretion, who may use the ticket or pass; and
- C. The distribution of the ticket or pass is made pursuant to BP 2714.

In addition, pursuant to FPPC Regulation 18944.1(b)(2), the receipt of a ticket or pass from the District itself is not a reportable gift so long as:

- A. The District obtained the ticket or pass pursuant to the terms of a contract for the use of public property;
- B. The District controls the actual event; or
- C. The District purchased the ticket or pass at fair market value and distributed it pursuant to BP 2714.

For each ticket or pass distributed, including those which the recipient treats as income consistent with applicable state and federal income tax laws, the District shall complete the FPPC Form 802.

45

46 **Reference:** FPCC Regulation 18944.1

47

48

Approved: 10/9/14

Revised: 4/14/16

49

50