

1.0 Definitions

- 1.1 “Ceremonial Role” shall mean an act performed at an event by the official as a representative of the Los Rios Community College District or its Colleges at the request of the holder of the event or function where, for a period of time, the focus of the event is on the act performed by the official.
- 1.2 “FPPC” shall mean the California Fair Political Practices Commission.
- 1.3 “Official” shall mean every officer, agent, employee, and consultant who is required to file an Annual Statement of Economic Interests (Form 700) pursuant to State law and the District’s Conflict of Interest Code ([P-8611](#)).
- 1.4 “Ticket” shall mean: tickets or passes that provide admission to a facility or event for entertainment, amusement, recreation, or similar purposes, and are obtained by the District or its Colleges through one of the following means:
 - 1.4.1 As owner or sponsor of a facility or event.
 - 1.4.2 Received by the District/Colleges from a third party who does not earmark the use of the ticket for a specific official, and the use of the ticket is in the sole discretion of the District/College.
 - 1.4.3 Purchased by the District/Colleges, or received pursuant to a sponsorship or similar contract.

2.0 Public and Governmental Purpose

- 2.1 The Los Rios Community College District Board of Trustees delegates the authority to distribute any tickets in accordance with this District Policy for use by the District’s Trustees or the Deputy Chancellor (or Vice Chancellor, Finance and Administration, if there is no Deputy Chancellor) to the Chancellor. The District delegates the authority to distribute any other tickets in accordance with this District Policy to the District’s Deputy Chancellor (or Vice Chancellor, Finance and Administration, if there is no Deputy Chancellor), or designee. The Los Rios Community College District Board of Trustees delegates the authority to distribute any tickets for performances at the Harris Center to the President of Folsom Lake College, or designee.
- 2.2 Tickets may be distributed under this Policy to appropriate recipients, including District/College officials, for the public purposes of:
 - 2.2.1 Ceremonial occasions.
 - 2.2.2 Official welcoming of visiting dignitaries.
 - 2.2.3 Exchange programs with foreign officials and dignitaries.
 - 2.2.4 Community or economic outreach and development.

- 2.2.5 Recognition for direct involvement in District/College-related projects/programs.
 - 2.2.6 Advertising and promoting the District and its four accredited Colleges (American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College).
 - 2.2.7 Monitoring and evaluating value of District/College sponsored events to the District/College and their compliance with District/College Policies, agreements and other requirements.
 - 2.2.8 Intergovernmental relations purposes.
 - 2.2.9 Supporting local nonprofit and educational activities in the community that support and complement the mission of the District/Colleges.
 - 2.2.10 Sponsorship agreements involving private events where the District specifically seeks to enhance the District's/College's reputation.
 - 2.2.11 Employment retention programs.
 - 2.2.12 Special outreach programs for students, veterans, faculty, teachers, staff, and other civil service occupations.
 - 2.2.13 Any purpose similar to those above.
- 2.3 Receipt of consideration of equal or greater value by the District from the recipient shall be presumed if the tickets and/or passes are distributed pursuant to this District Policy.

3.0 Ticket Transfer Limitations

- 3.1 Tickets received by officials under this District Policy are for the purpose of having that official participate in the event.
- 3.2 An official may transfer his or her ticket to a guest, as well as the official's immediate family, solely for their attendance at the event. All other transfers are prohibited, and no such transferred tickets may be resold.
- 3.3 Each ticket recipient may be offered one additional ticket for her or his immediate family member.
- 3.4 Any official, any member of the official's immediate family, or guest of the official may return any ticket unused to the District for redistribution pursuant to this District Policy.

4.0 Public Disclosures

- 4.1 A record of each ticket distributed under this District Policy shall be completed and forwarded to the FPPC on its form.
- 4.2 The form shall be a public record and is subject to inspection and copying.

5.0 Exceptions

- 5.1 Tickets provided to officials for an event at which the official plays a ceremonial role shall not constitute a gift and need not be reported on the official's Form 700, but must be reported under the Public Disclosure provision above.
- 5.2 The attendance of an official for the purposes of carrying out the employee's job duties or for the purpose of providing services on behalf of the District/College for the event shall not be considered the distribution of a complimentary ticket and need not be reported on the official's Form 700, nor reported under the Public Disclosure provision above.
- 5.3 This District Policy does not apply to tickets provided to an official by sources other than the District/College.
- 5.4 This District Policy does not apply to tickets provided to the District earmarked for a particular official. Those tickets are considered gifts or income to that appropriate official. If these tickets are not returned unused to the donor within 30 days of receipt, the official must comply with the applicable FPPC gift limit and reporting regulations.
- 5.5 This District Policy does not apply to tickets for which the official pays the provider of the ticket the fair market value of the ticket and those tickets need not be reported on the official's Form 700, nor reported under the Public Disclosure provision above.
- 5.6 This District Policy does not apply to tickets to amateur events performed by the students of the District/College and those tickets need not be reported on the official's Form 700, nor reported under the Public Disclosure provision above.
- 5.7 This District Policy does not apply to tickets or passes that are distributed by District/College officials outside of the requirements of this District Policy (i.e., by someone other than the Board's designees, providing more than two tickets to a single official, etc.). The person who receives and distributes tickets or passes under this section is responsible for reporting the distribution on the official's Form 700, if required.
- 5.8 Any ticket or pass that is acquired by the District by purchase, contract, or because the District controls the event and is distributed to a public official,

except for an elected official or member of the Board of Trustees, for: (1) the official's personal use, (2) to support general employee morale, (3) retention, or (4) to reward public service shall be deemed to be for personal use and is not reportable on the official's Form 700, but shall be reported under the Public Disclosure provision above.

6.0 Administrative Regulations

- 6.1 The Chancellor shall develop Administrative Regulations to implement this District Policy.

LRCCD

Policy Adopted: 2/13/13

Policy Revised: 4/8/15

Policy Reviewed: 4/8/15

Adm. Regulation: [R-8621](#)