



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: Distribution of Tickets and Passes from Outside Sources
NUMBER: BUL-5085.0
ISSUER: David Holmquist, General Counsel
Office of General Counsel
DATE: March 18, 2010

ROUTING

Administrators
Division Heads
Local District
Superintendents
Directors
Operation Coords.
Principals
Supervisors

POLICY: This bulletin provides guidance to ensure that tickets and passes provided to a LAUSD (District) Board Member or employee, either from the District or from an outside source, are distributed in furtherance of a governmental and/or public purpose pursuant to the Political Reform Act (California Code of Regulations, Title 2, Division 6, Section 18944.1).

MAJOR CHANGES: This is a new Bulletin. It is issued to ensure District compliance with the California Fair Political Practices Commission's (FPPC) amendments to the Political Reform Act which took effect on February 7, 2009. This Bulletin and the procedures established below shall supersede and replace any prior District policy governing tickets or passes as defined and encapsulated under this policy.

GUIDELINES: The following guidelines apply:

I. PURPOSE

The purpose of this policy is to ensure that all tickets and passes received by LAUSD offices and schools from public and private entities and individuals are distributed in furtherance of governmental and/or public purposes in accordance with Section 18944.1 of the California Code of Regulations.

This policy also establishes District procedures for the distribution, use and reporting of tickets and passes to a facility, event, show or performance for an entertainment, amusement, recreational or similar purpose in compliance with Section 18944.1. Tickets and passes accepted and accounted for in accordance with this policy do not need to be disclosed separately on an individual's Form 700 – Statement of Economic Interest filing as they would not be considered gifts to any Board Member or District employee (collectively, "officials").

II. PROVISIONS

Under 18944.1, a local agency must adopt a written policy stating the following:
a) the public purposes of the agency to be accomplished by the distribution of tickets or passes; b) the requirement that any distribution of tickets accomplish



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the agency's public purpose; c) the prohibition against any ticket or pass being transferred by any official to any other person (except for an immediate family member's use); and d) the requirement that the distribution of a ticket or pass, pursuant to the regulation, be posted on a form provided by the FPPC in a prominent fashion on the agency's website within 30 days after the distribution.

The four provisions which are required to be addressed in a written policy under 18944.1 are detailed below:

A. Public Purposes for Distribution of Tickets or Passes

The distribution of any ticket or pass by the District to, or at the behest, of any District official shall accomplish one or more of the following public purposes:

- Support or reward student learning, achievement or service.
- Fulfill a ceremonial role or function on behalf of the LAUSD.
- Promote or monitor LAUSD operated, sponsored, or supported programs.
- Gather input or information on LAUSD programs, facilities and spaces.
- Cultivate community engagement in and support for LAUSD schools and programs.
- Encourage meritorious work and service by LAUSD employees.
- Improve the capacity of LAUSD officials and stakeholders to be more effective in supporting student learning, achievement or service.
- Raise awareness of the educational and support resources available to LAUSD students from public, private and nonprofit organizations.
- Further any other public purpose that a LAUSD department, school or committee is required or authorized by law to pursue.
- Carry out any purpose similar to the above in accordance with a LAUSD contract or agreement.

B. Requirement that Ticket or Pass Distribution Accomplish Public Purpose

In accordance with Section 18944.1 of the California Code of Regulations, it is District policy that the distribution of tickets or passes by the District to any LAUSD official shall accomplish a public purpose as defined above.

It is to be noted that the use of a complimentary ticket or pass is a privilege extended by the LAUSD and not the right of any person to which the privilege may from time to time be extended.

C. Prohibition on Transfer of Tickets or Passes

In accordance with Section 18944.1 of the California Code of Regulations, no LAUSD official, i.e. Board Member, employee, or consultant, who has received a ticket or pass shall transfer such ticket or pass to any other person, except to: the official's spouse, legally identified domestic partner, or dependent child.



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Moreover, no person who receives a ticket or pass pursuant to this policy shall sell or receive reimbursement for the value of such a ticket or pass.

D. Transparency Requirement for Distribution of Tickets or Passes

Tickets and passes distributed to LAUSD officials pursuant to this policy shall be recorded on FPPC Form 802 (see Attachment A), or any other forms as may be required, in a prominent fashion on the LAUSD's website within 30 days after the distribution of any tickets or passes.

In accordance with Section 18944.1, the posting shall include the following:

- The name of the person receiving the ticket or pass (except that if the ticket or pass is distributed to an organization outside the agency, the agency may post the name, address, description of the organization, and the number of tickets or passes provided to the organization in lieu of posting the names of each individual from the organization);
- A description of the event;
- The date of the event;
- The face value of the ticket or pass;
- The number of tickets or passes provided to each person;
- If the ticket or pass is behested, the name of the official who behested the ticket or pass; and
- A description of the public purpose under which the distribution was made.

This information shall remain on the LAUSD's website for at least four years from the date that it is posted. This policy shall also be posted on the LAUSD's website in a prominent fashion.

Tickets distributed by LAUSD for which LAUSD receives reimbursement from an LAUSD official, or which are reported as a gift on an individual's Form 700 Statement of Economic Interest, shall not be subject to the disclosure provisions listed above.

III. RESPONSIBILITIES

A. Superintendent of Schools

The Superintendent of Schools or his/her designee is delegated the authority to establish the criteria for the distribution of tickets and passes in accordance with this policy. All requests for tickets and passes which fall within the scope of this policy shall be made in accordance with the criteria and steps established by the Superintendent of Schools.

The Superintendent of Schools or his/her designee shall be the "Agency Head"



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for the purposes of implementing the provisions of posting this policy and completing and posting the FPPC California Form 802 in accordance with the transparency requirements provided above and as set forth in Section 18944.1.

B. Board President

In instances where the Superintendent of Schools desires to obtain a ticket and/or pass, the Board President shall make the determination as to whether the Superintendent's use of the ticket and/or pass is in accordance with this policy.

C. LAUSD Recipients of Tickets and Passes under this Policy

Each recipient shall ensure that they abide by the requirement of this policy and that any other benefits the official receives beyond admission (i.e. food, beverages, gifts, etc.) are properly disclosed in accordance with the Political Reform Act and the Form 700 requirements established by the FPPC.

AUTHORITY This is a policy of the Los Angeles Unified School District which is informed by existing laws, including but not limited to 2 Cal. Code Reg. Section 18944.1 and Board Rule 1902.

**RELATED
RESOURCES:** www.fppc.ca.gov
www.lausd.net/ethics

ASSISTANCE: For assistance or further information, please contact any of the following LAUSD resources:

- Office of the Superintendent - (213) 241-7000
- Office of General Counsel - (213) 241-7600
- Ethics Office - (213) 241-3330