

**ANTELOPE VALLEY MEDICAL CENTER
ADMINISTRATIVE POLICY & PROCEDURE MANUAL**

POLICY NUMBER: LD.11

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SUBJECT: DISTRIBUTION OF TICKETS AND PASSES

REFERENCE(S): California Code of Regulations, Title 2, Division 6 Sections 18104-18998
California Fair Political Practices Commission, FPPC Regulations Index, Chapter 9.5 – Ethics, April 02, 2024
<https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/LegalDiv/Regulations/Index/Chapter9-5/18944.1.GiftsAgency-Provided-Tickets-or-Passes.pdf>

PURPOSE: To provide a framework for the District’s distribution of tickets or passes to attend events for which the District obtained tickets or passes from a sponsorship or through a donation to the District.

AFFECTED AREAS/DEPARTMENTS: Antelope Valley Healthcare District (District) Board of Directors (Board), Finance and Marketing

DEFINITION(S):

- I. *Ticket or Pass* – admission to a facility, event, show or performance for an entertainment, amusement, recreational or similar purpose
- II. *Official* – members of the Board, officers, employees and consultants of the District as well as any person required to file an annual Statement of Economic Interests (Form 700) under the District’s conflict of interest code.

POLICY:

- I. A ticket or pass obtained by the District may be distributed to an Official for his or her personal use, so long as the distribution is made in connection with this policy and reported as set forth in Section V. “Personal Use” is defined as use by the Official, his or her family, or no more than one guest of the Official.
- II. The distribution of any ticket to, or at the behest of, an Official shall accomplish one or more of the following public purposes of the District:
 - A. Performance of a ceremonial role or function representing the District at an event.
 - B. The job duties of the Official require his or her attendance at the event.
 - C. Promotion of District-controlled or sponsored events, activities or programs.
 - D. Promotion of the District on a local, state or national scale.
 - E. Encouraging or rewarding District employees.
 - F. Promotion of healthcare related community programs and resources available to residents within the District’s service area.

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- III. Medical Center Administration, or any staff-member designated by Medical Center Administration, may distribute tickets or passes in a manner that is fair and reasonable and accomplishes one or more of the public purposes of the District referenced in this Policy.

- IV. If a ticket or pass is received from an outside source for use by the District, the ticket or pass may not be earmarked by the outside source for use by a particular Official; rather, it must be distributed pursuant to this Policy.

- V. The distributing Department shall complete Fair Political Practices Commission ("FPPC") [Form 802](#) within 45 days of distribution of the tickets/passes and ensure that these completed forms or a summary of these forms are posted on the District's website and maintained as public records.

- VI. If the ticket or pass is distributed to a department the [Form 802](#) may identify the department in lieu of reporting the individual names of the Officials who used the tickets. If the ticket or pass is distributed to an organization outside of the District, then Medical Center Administration will complete [Form 802](#) accordingly.

- VII. An Official that receives a ticket or pass is prohibited from transferring the ticket or pass in return for compensation to a third party. In the event the Official is not able to attend the event, the Official must return the pass to the distributing department.

- VIII. This Policy and completed form information shall be posted on the District website with a link e-mailed to the FPPC at form802@fppc.ca.gov

RESPONSIBILITY FOR REVIEW AND MAINTENANCE OF THIS POLICY IS ASSIGNED TO: Chief Executive Officer or designee

REVIEWED AND APPROVED:

Chief Executive Officer

DATE: 4/25/24

Board of Directors

DATE: 4/24/24

EFFECTIVE DATE: 09/26/18

REVISED DATES: 02/27/19; 04/24/24

REVIEW DATES: See Policy Manager

CROSS-REFERENCE(S): Administrative Manual policy LD.10 entitled GRANT FUNDING (COMMUNITY CONTRIBUTIONS)

ATTACHMENT(S):