

California Fair Political Practices Commission

Form 802 – Agency Report of Ceremonial Role Events and Ticket/Pass Distributions

Fact Sheet

This fact sheet provides additional guidance and examples on how to report tickets and passes distributed to persons for use in ceremonial roles or other agency related activities. The Form 802 provides information to the public on how the agency distributes tickets to events such as fairs, professional athletic games and other entertainment events. (FPPC Regulations 18944.1 and 18942.)

This fact sheet can not address all the different types of situations that may occur with respect to the distribution of tickets and passes. Persons are encouraged to use the FPPC advice service for specific guidance.

The following FAQs and example address some common activities.

Frequently Asked Questions

1. Q. If the agency's elected official takes a staff member to a ceremonial event, does the staff member's name need to be disclosed on the Form 802?
 - A. No. The official's name is required in Part 3, Section B and two tickets would be listed. The staff member's name is not required.
2. Q. An organization gives an agency 10 tickets to a concert. The agency distributes the tickets to employees. The agency does not have a ticket policy. Does this need to be disclosed on the Form 802?
 - A. No. Since the agency does not have a ticket policy, the individuals receiving the tickets would report the value of the tickets on their Form 700 if the organization is a reportable source and the value of the ticket(s) to each individual is \$50 or more. The agency must adopt a policy identifying the public purpose of distributing tickets so that the tickets do not result in a reportable gift to employees.
3. Q. An agency adopts a ticket policy. A local minor league baseball team donates 10 tickets to the city and the city distributes the tickets in accordance with the agency's ticket policy to employees in its parks department. Does this need to be disclosed on the Form 802?
 - A. Yes. Part 3, Section A will list the department but not individual names.
4. Q. After an agency e-mails a copy of the Form 802 to the FPPC, must the agency post the Form 802 on its website?
 - A. No. However, the agency must maintain the original Form 802 for seven years.
5. Q. The county fair board members received tickets to the county fair. Does the agency complete Part 3, Section A or Section B?
 - A. Section B is completed because the members are a governing board.

Example:

An agency received 24 tickets from an organization established to sponsor a major bicycling event. The tickets are for seats at the awards ceremony on March 15 and are valued at \$50 each.

The agency's director distributed tickets according to its ticket policy as follows: two tickets to the employees in the Parks and Recreation Division; 10 tickets, respectively, to the Boy Scouts Club and Girl Scouts Club; and two tickets to an elected official who will present the winner's trophy on behalf of the agency.

2. Function or Event Information

Does the agency have a ticket policy? Yes No Face Value of Each Ticket/Pass \$ \$50

Event Description CA Cycle awards ceremony Date(s) 3 / 15 / XX
provide title/explanation

Ticket(s)/Pass(es) provided by agency? Yes No If no: CA Cycle Association
Name of Source

Was ticket distribution made at the behest of agency official? No Yes If yes: _____
Official's Name (Last, First)

3. Ticket Recipients

• Use Section A to identify the agency's department or unit. • Use Section B to identify an individual. • Use Section C to identify outside organization.

A	Name of Agency, Department or Unit	Number of Ticket(s)/Pass(es)	Describe the public purpose made pursuant to the agency's policy
	Parks and Recreation	2	Ticket Policy Section Number 16
B	Name of Individual <small>(Last, First)</small>	Number of Ticket(s)/Pass(es)	Identify one of the following:
	Linn, Sandra	2	Ceremonial Role <input checked="" type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <small>Describe Below Describe Below</small> Present trophy at bicycling event
			Ceremonial Role <input type="checkbox"/> Other <input type="checkbox"/> Income <input type="checkbox"/> <small>Describe Below Describe Below</small>
C	Name of Outside Organization <small>(Include address and description)</small>	Number of Ticket(s)/Pass(es)	Describe the public purpose made pursuant to the agency's policy
	Boy Scouts Club www.boyscouts.org	10	Ticket Policy Section Number 14
	Girl Scouts Club www.girlscouts.org	10	Ticket Policy Section Number 14