



ADMINISTRATIVE PROCEDURE

TICKET SALES, MONEY COLLECTION, AND ACCOUNTING FOR ATHLETIC EVENTS

3702

Procedure No.

September 2, 2008

Date

- I. **PURPOSE:** To provide direction for the sale of tickets, as well as the collection of money and accounting procedures for all athletic events.
- II. **POLICY:** Board of Education Policy 5135 provides overall guidance for fund raising activities and specifically requires all funds raised in the name of the school or for school organizations to be deposited in the school's depository as a part of the school's activities account for Interscholastic Athletics.
- III. **INFORMATION:** Each year the Director of Interscholastic Athletics will distribute, at least fourteen (14) days before any athletic events, tickets to be sold for all athletic contests at middle schools and high schools. All athletic contests shall have a designated Game Manager.

All schools shall follow the Ticket Assignment Forms. (See Attachments).

- IV. **DEFINITIONS:** The following definitions apply to the content of these procedures:
 - A. Game Manager: The person designated by the principal of the home school to be in charge of ticket sales, admittance into the contests, collection and deposit of all money involved with the school bookkeeper, and other actions necessary to ensure good results.
 - B. Designee: The person appointed by the principal to oversee the successful completion of a task.

- V. **PROCEDURES:** The following general procedures apply:

- A. Procedures for selling and Collection of Tickets:

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| Step I | Ticket seller will collect money. |
| Step II | Ticket seller will give ticket to customer. |
| Step III | Ticket taker must take ticket from customer. |
| Step IV | Ticket taker will tear ticket in half. |
| Step V | Ticket taker will stamp the back of the customer's hand. |
| Step VI | Ticket taker return half of the ticket to the customer. |



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- Step VII Ticket taker will retain the other half for accounting purposes.
- Step VIII The Game Manager will attach a numbered portion of the first and last ticket sold to the Mandatory Ticket Report. The report must be retained at the school.
- Step IX A copy of the Mandatory Ticket Report with a check for the gate receipts must be sent to the Office of Interscholastic Athletics within 96 hours after the game.

Note: Ticket sellers and ticket takers must be employed for all Varsity Football, Varsity Basketball, and Junior Varsity Football games.

The ticket seller and ticket taker should not be the same person.

Spectators who are allowed to leave must show the stamp to return to the contest. Torn tickets are not to be used for re-entry.

- B. Settlement of Accounts: Upon satisfactory completion of all matters with the events, the athletic director will report to the operating school principal and turn over all money collected to the school's bookkeeper for deposit in the student activity account for Interscholastic Athletics. Funds collected at the event should not be removed from the home school.
- C. Accounting for Funds: The Game Manager should use drop safe at school to secure the money collected or deposit the funds in the night deposit at the appropriate bank branch. Supporting documentation shall be provided to the bookkeeper on the next teacher work day.
- D. Game Managers must arrange with security personnel on site to be escorted to the drop safe or the bank.
- VI. **RELATED PROCEDURES:** Administrative Procedure 3701, Operation of Concession Stands.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Office of Interscholastic Athletics and will be updated as needed.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 3702, dated July 1, 2005.



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IX. **EFFECTIVE DATE:** September 2, 2008.

Approved by:
John E. Deasy
Superintendent of Schools

Attachments: 1. Mandatory Football Ticket Report
2. Football Ticket Assignment Form
3. Mandatory Ticket Report –All Other High School Athletic Events
4. Middle School Ticket Assignment Form

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11