



SFSS Retail
Services Policies

Simon Fraser Student Society

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student society

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POLICIES



RSP-1: HARD COPY TICKET SALES

| <i>POLICY TYPE: RETAIL SERVICES POLICY</i> | | |
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| <i>POLICY TITLE: HARD COPY TICKET SALES</i> | | |
| <i>POLICY REFERENCE NUMBER: RSP-1</i> | | |
| Adopted: June 12, 2020 Next Scheduled Revision: June 2021 Previous Revisions | | |
| Position | Signature | Date |
| President | | |

Policy

5.1 The Member Services Coordinators – Clubs are responsible for the administration of the Student Event Ticket Sales service at the Burnaby campus. The VP Finance & Services will serve as oversight for this service and will work to ensure the process does not break down.

5.2 The Member Services Coordinator – Surrey is responsible for the administration of Student Event Ticket Sales service at the Surrey campus.

Supports

- Councillors
- Staff
- Members

Process

5.3 Hard copy tickets can be sold for an SFSS-related event so long as they adhere to the following:

- (a) 40% of the total amount of tickets allotted, or a total maximum of \$2,500 in ticket value can be hard copy tickets.

5.4 Acceptable methods of payment for hard copy tickets can include:

- (a) Cash,
- (b) Debit (via Square App or General Office), and

(c) Credit (via Square App or General Office).

5.5 Hard copy ticket sellers cannot carry more than \$300 at any given time.

(a) A list of ticket sellers must be recorded and shared with Management and should be limited to Council members and/or Events Committee at-large members only, and

(b) Once the sale amount exceeds \$300, a deposit needs to be made at the General Office.

5.6 Any existing ticket designs must be verified by the Communications Coordinator, or new ticket designs can be created by the Communications Coordinator.

(a) The GST Registration Number (#107981870RT0001) must be printed on each ticket, and

(b) Hard copy tickets can be requested to be printed by the Communications Coordinator by completing the appropriate Work Order Request Form, paying mind to request timelines.

5.7 Any discrepancies must be reported immediately to the Member Services Coordinators or the Finance Coordinators or the VP Finance & Services, and they reserve the right to cancel hard copy ticket sales.