



The LSUHNO-School of Nursing - Student Government Association (SGA)

Louisiana State University (LSU) Football Ticket Distribution Policy

Purpose:

The purpose of the LSU Football Ticket Distribution Policy is to ensure a fair process to distribute LSU football tickets to all students of the School of Nursing in compliance with LSU System bylaws, LSU Permanent Memorandums, LSUHSC Chancellor Memorandums, School of Nursing Code of Student Conduct/nursing policies, and all applicable regulations and laws.

Procedure:

LSU Football Tickets will be distributed in accordance with the following procedure:

1. The SGA President or designee will meet with the Dean of the School of Nursing or the Assistant Dean for Student Services each fall to determine the number of tickets allotted for each home game.
2. Ten days prior to an LSU home football game, a secured, labeled ticket box will be placed in the Dean's reception area by 12:00noon (i.e. 10 days prior to a Saturday home game will be on the Wednesday of the week before the week of the home game). (See *Appendix A – LSU Football Schedule*).
3. The ticket box will remain in the Dean's reception area for 7 days. The ticket box will be secured in a locked storage area each evening no later than 5:00pm by administrative staff in the Dean's office. At 12:00noon on the 7th day, the ticket box will be picked up (See *Appendix A* for schedule).
4. Students may only submit their name once, and must include their name, LSUHSC email, nursing school program, and semester classification (i.e. T/Soph I/CARE Soph I, NAP 17, etc.), on the ticket request form to be placed inside the ticket box. Only request submitted on the approved ticket request will be honored.
5. The ticket request will be drawn by 4:00pm on the day the ticket box is picked up.
6. Two members of the SGA executive board and the Assistant Dean for Student Services will draw the ticket recipients. In the absence of the Assistant Dean for Student Services, the Dean will appoint a designee to monitor the football ticket drawing.
7. The Assistant Dean for Student Services or the designee must approve/sign the list of ticket recipients.
8. Tickets will be available for distribution to the recipients on the Wednesday, Thursday, and Friday before the Saturday home game.

9. An email to all nursing school faculty, staff, and students (NSFacultyStaffandStudents@lsuhsc.edu) will be sent within one (1) hour of the ticket drawings announcing the ticket recipients.
10. Prior to the first LSU home game, an email to NSFacultyStaffandStudents@lsuhsc.edu, stating specific times for ticket picked up. These times will also be announced with the list of recipients for every home game. Times will vary from year to year according to the clinical and lecture schedules of the SGA board members.
11. Students must pick up their own ticket and must present their LSUHNO-SON ID to receive the ticket. (Remember, tickets are only distributed during the specified times).
12. As a student picks up the ticket, their respective name will be crossed off of the ticket recipient list. The student must initial next to their name and sign an acknowledgement document (*Appendix B*). The acknowledgment document will be attached to ticket sign off list. The Assistant Dean for Student Services will maintain the football ticket documentation in a secured area.
13. The Assistant Dean for Student Services will distribute any unclaimed tickets, by Friday, the day before the game, at 2:00pm, on a first serve basis. Students must come to 4C1, present their LSUHNO-SON ID and sign the unclaimed ticket list to obtain the ticket.
14. A summary of ticket distribution including: number of tickets for each game, recipients, and any unclaimed tickets. A summary will be maintained for each game and a final summary will be submitted to the Dean within one week of the last ticket distribution each year.

Appendix A

LSU Football Schedule 2016		
DATE	OPPONENT	LOCATION
September 3, 2016	Wisconsin	Green Bay, WI
September 10, 2016	Jacksonville State	Baton Rouge, LA
September 17, 2016	Mississippi State*	Baton Rouge, LA
September 24, 2016	Auburn*	Auburn, AL
October 1, 2016	Missouri*	Baton Rouge, LA
October 8, 2016	Florida*	Gainesville, FA
October 15, 2016	Southern Miss	Baton Rouge, LA
October 22, 2016	Ole Miss*	Baton Rouge, LA
November 5, 2016	Alabama*	Baton Rouge, LA
November 12, 2016	Arkansas*	Fayetteville, AR
November 19, 2016	South Alabama	Baton Rouge, LA
November 24, 2016	Texas A&M*	College Station, TX

Game Date	Box Out at 12noon Wednesday	Box Picked-up at 12noon Wednesday
September 10, 2016	August 31, 2016	September 7, 2016
September 17, 2016	September 7, 2016	September 16, 2016
October 1, 2016	September 21, 2016	September 30, 2016
October 15, 2016	October 5, 2016	October 14, 2016
October 22, 2016	October 12, 2016	October 21, 2016
November 5, 2016	October 26, 2016	November 4, 2016
November 19, 2016	November 9, 2016	November 11, 2016

*Conference Games



Student name, email, program and classification



Student name, email, program and classification



Student name, email, program and classification



Student name, email, program and classification



Student name, email, program and classification



GAME 1 JACKSONVILLE STATE

Appendix B

Louisiana State University (LSU) Football ticket Receipt Acknowledgment Form

I understand I have been selected to receive a student ticket to a LSU Football home game. This ticket is for my exclusive use and I cannot give, sell, or trade my ticket. In the event I am unable to use my ticket, I am to notify Dr. Kendra M. Barrier, Assistant Dean for Student Services at 504-568-4180 or 504-444-8422.

I further understand that it is a violation of policy to sell, trade, or use the ticket in any way not consistent with the School of Nursing-Student Government Association-Football Distribution Policy. If I am found in violation of the policy, I am subject to disciplinary action, which may include dismissal from the School of Nursing.

Student Name (printed)

Program and Level

Student Signature

Date



GAME 2 MISSISSIPPI STATE*

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Program and Level

Student Signature

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GAME 3 MISSOURI*

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GAME 4 SOUTHERN MISS

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GAME 5 OLE MISS*

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Student Signature Date



GAME 6 ALABAMA*

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Student Signature Date



GAME 7 SOUTH ALABAMA

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Student Name (printed)

Program and Level

Student Signature

Date