

POLICY AND PROCEDURE MEMORANDUM NO. 65

SUBJECT: VOUCHERS

TO: ALL POLICY AND PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: MARCH 2, 2001

POLICY

To establish a method by which admission to Office of State Park sites may be marketed and sold as a package through hotels, tour operators, and other hospitality industry partners.

BACKGROUND

There are five State Historic Sites in the St. Francisville area: Rosedown Plantation, Port Hudson, Audubon, Locust Grove (no admission charged), and Centenary. Representatives from hotels, Bed & Breakfasts, tour operators, and other attractions (“industry partners”) have approached the Office of State Parks about the possibility of packaging the admission to the state historic sites with admission to other attractions or overnight accommodations. In order to accommodate that request, which will afford OSP greater opportunities to market the state historic sites, OSP has established through this PPM a pilot program in the St. Francisville area to develop a voucher system.

The usual admission (special exemptions excepted) for an individual visiting these state historic sites is as follows: Rosedown Plantation \$10; Port Hudson \$2; Audubon \$2; Centenary \$2.

A visitor who pays admission to Rosedown may then use his/her receipt to visit any other historic site on the same day at no cost by simply presenting his receipt to the gate attendant. Likewise, a visitor to any of the other state historic sites may present his/her receipt at Rosedown and receive a \$2 discount off the regular price of admission on the same day.

Under the voucher system, no exemptions apply. OSP will charge an industry partner the following rates for vouchers used at these OSP sites, as follows:

Rosedown Plantation \$7; Port Hudson \$2; Audubon \$2; Centenary \$2.
Combination Ticket \$7: includes all 4 sites, must begin at Rosedown.

PROCEDURES

Industry procedures. To enroll in the program, an interested business (“industry partner”) must:

1. Contact the Assistant Secretary to request instructions for participation in the program; i.e., a copy of this PPM.
2. Provide the Assistant Secretary for approval a draft of their voucher and the name of the person who will be authorized to issue/sign the vouchers. The voucher must provide the following information on its face:
 - a. Industry partner’s name, address and phone number
 - b. Office of State Parks logo
 - c. Listing of OSP sites where the voucher is valid
 - d. Space for authorized signature
 - e. Space for initials of person who sells the voucher (Collected by)
 - f. Space for the date sold and/or expiration date
 - g. Ticket number

A Sample is attached as Exhibit A.

3. The Assistant Secretary will either approve the request and the voucher, recommend changes, or deny the request. If approved, the industry partner will be added to the “Approved Voucher Participant List.”

Park procedures. Sites participating in the voucher program will receive a “Voucher Recap Report” form (See Exhibit B) and an “Approved Voucher Participant List”.

When a visitor presents a voucher for admission, the park employee shall:

1. Check the “Approved Voucher Participant List” to verify that the industry partner is listed.
2. Ensure that the voucher bears an original signature and initials.
3. Accept the voucher.
4. Record visitation on the cash register (no cash) and give the visitor a receipt.
Note: If the visitor has already been to another site on a combination voucher, accept the receipt from the previous site and record visitation (no cash).
5. Record the voucher on the “Voucher Recap Report,” including date, industry partner, and amount to be collected.
6. Total the “amount” column on the Voucher Recap Report.
7. Submit weekly the Voucher Recap Report and original voucher with the weekly revenue report to the Call Center. The Call Center will bill the respective companies and make the appropriate deposits to each site’s account.
8. Keep a copy of the vouchers and Voucher Recap Report.

A handwritten signature in white ink on a black rectangular background. The signature appears to read "Doug Anderson" and is written in a cursive, flowing style. A horizontal line extends from the left side of the signature across the page.

EXHIBIT A

SAMPLE VOUCHER

<div>Industry Partner</div> <div>Date: _____</div> <div>Ticket #: _____</div> <div>Amt. Collected: _____</div> <div>Name: _____</div> <div>Address: _____</div> <div>_____</div>	<div></div> <div>INDUSTRY PARTNER “State Historic Sites” Ticket</div> <div><div><input type="checkbox"/> Rosedown Plantation & Gardens \$10</div><div><input type="checkbox"/> Port Hudson-Civil War Battlefield \$2</div><div><input type="checkbox"/> Audubon - Oakley House \$2</div><div><input type="checkbox"/> Centenary College (Jackson, LA) \$2</div><div><input type="checkbox"/> Combination Ticket: All Four Sites \$10</div></div> <div>(Must be used in the same day & start at Rosedown)</div> <div>Date: _____</div> <div>Signature: _____ Collected by: _____ Ticket # _____</div>
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FORM C-22

3-2-01

WEEK OF _____ TO _____

Individual visit at Rosedown	\$7.00
Individual visit at Port Hudson	\$2.00
Individual visit at Audubon	\$2.00
Individual visit at Centenary	\$2.00
Combination ticket (visit to all sites on the same day starting at Rosedown)	\$7.00

[illegible]

Prepared By: _____ Approved By: _____