



## Terms and Conditions

Welcome to the Edcamp Community by Digital Promise! Please read the entirety of these Terms and Conditions (T&C), created to ensure the integrity of the Edcamp model. In order to submit your registration request, we kindly ask you to consent to our T&C by checking the “I Agree” checkbox at the bottom of your Edcamp registration form.

We encourage you to register your Edcamp as soon as possible so we can offer you the best support and guidance. We recommend submitting your request **at least two (2) months in advance** to allow proper time for processing your request, assisting with setting up your registration page, and promoting your Edcamp to the Edcamp Community.

**Please note:** *At certain times of the year, there is a very high volume of requests and we want to make sure we can process your request effectively. While we will try, we cannot guarantee that we will be able to fulfill requests submitted less than two (2) months prior to an Edcamp.*

If you have concerns or questions, please email [edcamp@digitalpromise.org](mailto:edcamp@digitalpromise.org).

### Registration process *estimated* timeline:

**Step 1:** Organizer submits online request form, completing all required fields and agreeing to the *Terms and Conditions*.

**Step 2:** Organizer receives an automated email confirming request submission.

**Step 3:** Within five (5) business days of receiving the submission, The Edcamp Community Team reviews the form, verifies that the Edcamp meets the tenets of the model, and emails the organizer to discuss registration options.

- **New organizers** using the Edcamp Community’s Eventbrite parent account must provide an email address (not already linked to other events on Eventbrite) to create a sub-user account. Organizers will receive an *Eventbrite Set-up Guide* via email to assist with setting up their sub-user account and editing/designing their Eventbrite page.
- **Returning organizers** will be assigned access to a new Eventbrite page and will receive the link via email from the Edcamp Community team.
- Organizers who wish to use a **different registration platform** are asked to provide the link to their registration page. The Edcamp Community team will review the page to make sure it complies with the tenets of the model. If it **does** comply, the Edcamp Community team will proceed with the registration request. If it does **not** comply, we will contact the organizer to make the necessary changes in order to continue with their Edcamp registration.



**Step 4:** Within 15-20 business days of submission, the organizer should have a live “published” Eventbrite registration link to use to promote their Edcamp and allow for people to register for their Edcamp. Once an organizer “publishes” their Eventbrite page and has a live link, the Edcamp will be posted to the Edcamp Community’s website list of upcoming Edcamps and the Edcamp is eligible for a free, self-supply Edcamp-in-a-Box resource kit.

**Step 5:** If you request a free Edcamp-in-a-Box resource kit, they are fulfilled by a digital Amazon gift card, with which the organizer can order supplies as desired. Organizers will receive an Edcamp Shopping List with suggested items and quantities, to assist them in this process. Digital gift cards are typically sent 4 weeks prior to an Edcamp to the email address specified by the lead organizer. Organizers will receive email notification from the Edcamp Community team when their e-card has been processed.

**Step 6:** If you request a \$200 check to assist with refreshments and/or supplies for your Edcamp, it will be mailed USPS First Class to the address provided on the request form. In order to receive a \$200 check, you must submit a W-9 form to Digital Promise: you can download a current W-9 form [here](https://digitalpromise.org/digital-promise-w-9-upload/). Submit your completed W-9 form by securely uploading it to <https://digitalpromise.org/digital-promise-w-9-upload/>.

#### **By registering your Edcamp:**

1. You agree to uphold the tenets of the Edcamp model:
  - **Free and Open to All:** Edcamps never charge a fee, are open to educators of all levels and subjects, and schools. Edcamps are not designed to only be provided to educators in one school. If a school decides to use the Edcamp model for a professional development day, we fully support it! However, Edcamp professional development days for a specific school are encouraged to say their event is using the “Edcamp model.” Since it is not open to educators from outside of a school/district, **it is not considered an Edcamp** and is not eligible for an Edcamp-in-a-Box self-supply resource kit, which are intended for Edcamps open to educators across multiple schools and/or districts.
  - **Participant-Driven:** Edcamps allow participants to collaboratively determine session topics. Typically, session topics are sourced from those attending the Edcamp and the session board is built the day of the Edcamp with participation from participants. However, online Edcamps are allowed to source session topics through their registration process in order to best prepare for their online event.
  - **Experience, not Experts:** Edcamps encourage participants to facilitate sessions by sharing experiences. At Edcamp, we encourage conversations, not planned presentations.
  - **Rule of Two Feet/Clicks:** Edcamps suggest participants find sessions that meet their needs to maximize learning. If you are in a session that is not meeting your needs, we encourage you to move on to another session that may be better suited. Online Edcamps use the Rule of Two Clicks to find a session that better meets their needs!



- **Vendor Free:** Edcamps may not sell any goods/services or require attendees to purchase goods or services. We do not condone inviting vendors to an Edcamp.
2. You agree to use the name “Edcamp” in the title of your event.
  3. You agree to adhere to the Edcamp Community’s Anti-Harassment Policy (see Organizer Handbook).
  4. You agree to register your Edcamp through the Edcamp Community’s Eventbrite parent account, or to submit your attendance list (Excel or CSV file) if you use another registration platform. Submissions must be uploaded to <https://digitalpromise.app.box.com/f/c866ee2678d740af8b6bc03a2c837781>.
  5. If you are eligible for an Edcamp-in-a-Box resource kit and request to receive a \$200 USD check, you agree to deposit into a bank account that is in the name of the organizer identified as the payee on the check and to use the monies to meet your Edcamp’s needs. In order to receive a \$200 check you must submit a W9 that matches the name provided in the “Make check payable to” field. (see above for submission instructions)
  6. If your Edcamp is rescheduled/canceled, please notify us at [edcamp@digitalpromise.org](mailto:edcamp@digitalpromise.org) so we can update your event listing on our website.
  7. Within two (2) weeks following your Edcamp, please upload your session board. Create a folder with the year and name of your Edcamp (Ex. 2022 Edcamp Penn) in our Google drive: [https://drive.google.com/drive/folders/1Dd5\\_EwbEYxRsTme56r5DgbiPERt8N7Rr?usp=s\\_haring](https://drive.google.com/drive/folders/1Dd5_EwbEYxRsTme56r5DgbiPERt8N7Rr?usp=s_haring).

By registering with the Edcamp Community by Digital Promise, you agree as an organizer that you are not acting as an agent for or on behalf of the Edcamp Community and that you are acting on your own volition simply using and licensing materials supplied by the Edcamp Community for an event you will organize. You agree that you will not charge participants or solicit any vendors for your Edcamp event.

### **Influencer Disclosure**

As a reminder, a recent Federal Trade Commission (FTC) ruling requires that anyone who endorses a product through social media or presentations should make their relationship with the brand (“material connection”) obvious. A “material connection” to the brand includes a personal, family or employment relationship, or a financial relationship, such as the brand directly paying fees, covering travel or providing free or discounted products or services.

Disclosure of these kinds of relationships is important because it helps keep recommendations honest and truthful, and it allows people to weigh the value of presenter endorsements. As an influencer, it’s your responsibility to make these disclosures, to be familiar with the Endorsement Guides and to comply with laws against deceptive ads.

All Edcamp organizers and participants are asked to disclose relevant details prior to or at an Edcamp, including the company/companies and relationship(s)/compensation, or indicate that they do not have a material connection to disclose. Please be sure that any presenters in your session are aware of this reporting.