

DATE

ADDRESS

**Re: Volunteer Regional Contact Agreement**

Dear RC NAME,

This Volunteer Regional Contact Agreement (the “Agreement”) sets forth our agreement regarding your responsibilities as a Volunteer Regional Contact (“RC”) for INSERT REGION (“Region”) on behalf of Burning Man Project.

Burning Man Project is pleased that you are taking on this key community leadership role. Thank you for putting your time, energy, and creativity into expressing and facilitating the culture and ethos of Burning Man’s global community on a local level.

This Agreement outlines your responsibilities to Burning Man Project and Burning Man Project’s responsibilities to you. **In signing this Agreement, you are agreeing to serve as a Regional Contact for your Region, which entails fulfilling the Regional Contact responsibilities attached as Schedule A, and manifest the values outlined in Burning Man’s Ten Principles attached as Schedule B, and complying with the general terms and conditions attached as Schedule C.**

This Agreement is limited to your role as a Regional Contact for your Region. You may also have opportunities to work jointly with Burning Man Project in other ways, such as producing events or working on other initiatives. The terms of any such work will be outlined in separate agreements.

To assist you in your role as a Regional Contact, Burning Man Project will provide you with the following resources:

1. Access to our Regional Network Team and Official Events Team to answer questions and provide information.
2. Access to our peer support teams such as the Meta Regionals Committee and Regional Events Committee. The Meta Regionals Committee is an advisory group of experienced Burning Man community members who engage both the Burning Man Project and local regional communities, and whose members can serve as mentors for you in your role as RC. The Regional Events Committee likewise may aid you in your efforts to coordinate and support official regional events.
3. Access to Burning Man Project staff members, event organizers, and other Regional Contacts and Alumni, and the valuable knowledge they have accumulated during their time working with Burning Man Project and with groups across the Regional Network.
4. A REGION@burningman.org alias for your Region, and technical support.
5. An individual firstname.lastname@burningman.org email account to manage your official Regional Contact communications.
6. A local webpage on [www.burningman.org](http://www.burningman.org) to highlight activity in your Region and attract new participants.
7. Ongoing regional webpage support.

8. An announcement list for your Region (REGION-announce@burningman.org).
9. A collaborative online environment (within [Regional Contacts Team Drive](#) and [Active Regional Contacts Group of Burning Man Hive](#)) to share documents, templates, reports and other assets with fellow Regional Contacts.
10. Listings for your Region’s events in our Jackrabbit Speaks newsletter (space permitting and at the discretion of its editors).
11. Access to sample tools and templates for regional events and other gatherings.
12. Instructions on accessing and administering the tools available to you as an RC, such as your Burning Man email address, your Region’s announcement list, your Region’s webpage, the online local calendar on your Region’s webpage, the Regional Contacts Team Drive, and the Regional Network Announcement and Discussion Lists.
13. Access to programs, content and connectivity tools that will help you facilitate regional activity and develop your leadership skills.
14. When possible, referrals to local resources for obtaining legal advice and insurance information.
15. Permission to represent yourself as a Volunteer Regional Contact to other participants in your Region, at the Burning Man event in Black Rock City, and at other gatherings in the Regional Network.
16. An annual gift ticket to the Burning Man event in Black Rock City, contingent upon your fulfillment of the RC duties outlined in Schedule A, to appreciate your leadership in your Region over the preceding year.

Sincerely,

Accepted by:

Name

Name

INSERT ROLE, Burning Man Project

Regional Contact

Date:

Date:

## **SCHEDULE A:** **REGIONAL CONTACT'S RESPONSIBILITIES**

The role of a Regional Contact (or “RC”) is to build and support a Burning Man community in a local area. An interest in attending the Burning Man event in Black Rock City is not a requirement for someone to be a member of a Region’s community or to be considered a “Burner.” Burning Man Project considers Burning Man to be a year-round, global community comprised of individuals, groups, and events.

While much of the Regional Contact’s role is defined by the individual, what follows is a practical description of the core responsibilities you agree to undertake as a Regional Contact.

### **1. COMMUNICATION**

- A. Communicate with Burning Man Project:** The connection between each RC and Burning Man Project is an integral part of the Regional Network program and vital to its success. As an RC, you are expected to stay in regular communication with the Regional Network Team and perform the following tasks:
- i. Complete the Annual Regional Recap Report (ARRR) and Individual Self-Assessment Survey** – A Region’s ARRR, along with an RC’s Individual Self-Assessment Survey, help Burning Man Project understand the unique opportunities and challenges of RCs and regional groups.
    - Each RC must complete one Self-Assessment Survey annually, and each RC or RC team for a Region must complete one ARRR. Links to these two surveys will be sent to your Burning Man email address towards the end of each calendar year.
    - If you have Co-RCs, you must complete your Region’s ARRR in collaboration with them.
  - ii. Stay current with the Regional Scoop newsletter** – The Regional Scoop newsletter is sent out regularly through the Regional Network announcement list and contains important information pertaining to the RC role, including key deadlines and deliverable requests. It is essential that RCs stay informed about these requests throughout the year.
- B. Communicate about Burning Man Project:** An integral part of your role as a Regional Contact is sharing information with your local community about Burning Man and Burning Man-related activities in the Region, including engagement opportunities, application deadlines, and important news and updates from the organization. As an RC you are expected to:
- i. Develop and maintain a working knowledge of Burning Man Project:** RCs must be sufficiently familiar with the structure and activities of the Burning Man organization in order to effectively facilitate local initiatives and answer questions from their communities. As an RC, you are expected to:
    - Subscribe to and read Burning Man’s [Jackrabbit Speaks newsletter](#)
    - Familiarize yourself with the content and features of Burning Man’s website ([www.burningman.org](http://www.burningman.org))
      - When answering questions about Burning Man, aim to direct people to specific pages of the website and provide links so they can gain a greater context and be inspired toward further research.
    - Attend the Burning Man event in Black Rock City or the closest official Regional event at least once within each two-year period, and preferably every year, unless the RC and Regional Network Team agree to a different schedule.

- Read Burning Man Project’s Annual Report to understand the organization’s activities and the Burning Man AfterBurn Report to understand the event’s production, infrastructure, and key milestones.
- ii. Answer emails about Burning Man** – Burning Man Project provides every RC with an email alias (REGION@burningman.org), which is listed in the Regional Network section of the Burning Man website, and an individual firstname.lastname@burningman.org email account. Please use these addresses for all of your RC-related communications.
- An RC is often the first point of contact for local participants, potential participants, and media outlets. Those who contact an RC might be headed to Black Rock City for the first time and seeking information from a friendly local Burner, or they might be experienced Burning Man community members looking to connect with others, or they might simply be Burning Man-curious.
  - You may find it helpful when answering these emails to create a standard response that can be tailored as needed. The response could include instructions for subscribing to the Jackrabbit Speaks and joining local announce and discussion lists, links to your Region’s social media groups or pages, information on upcoming local gatherings, etc.
  - RCs aren’t expected to have all the answers about Burning Man! Please contact the Regional Network team if you need assistance with responding to a particular inquiry, or if a request seems to be outside the scope of your role as an RC.
- iii. Administrate a local event calendar and presence on burningman.org** – Each Region that has an RC also has a page on Burning Man’s website to showcase the local community. This page includes information on the RC and the community, including how to subscribe to local lists. In addition, each page contains a calendar for posting events in the area. An RC administrates the content on this page, including monitoring the events submitted to the calendar for their interest and appropriateness to the community.
- Notes on the use of images in event listings:
    - If a listing includes an image, the RC should confirm that Burning Man has permission from the copyright owner to use the image, or that the image is in the public domain, before allowing it to be posted to the public calendar. If you aren’t sure whether an image can be used by Burning Man Project, please err on the side of caution and do not use it.
    - Whenever possible, the RC should credit the photographer of the image, and if the image features any artwork, provide credit to the artist(s) as well.
- iv. Administrate and moderate an announcement list** – You will be responsible for the announcement list for your Region: [REGION]-announce@burningman.org. This list is an important tool for keeping the local community notified of events, meetings, collaborative projects, and other postings of interest to the Burning Man community.
- Events posted to the announcement list need not be limited to official regional events or Burning Man events. We encourage diversity in the type of information you disseminate. Anyone can send a post to the list, but each message routes through an RC for “moderation,” so that an RC may review and approve or decline these posts.
  - As an RC, you should avoid posts that are inappropriately personal or politically partisan. And due to Burning Man’s status as an exempt organization under Internal Revenue Code Section 501(c)(3), RCs should not make or permit any posts that support or oppose any candidate for public office anywhere in the world.
  - Your announcement list is subject to the Burning Man Project Online Policies, which are available [here](#).

- v. **Administrate a discussion list or social media presence (if desired)** – Many communities enjoy the social connectivity that an email discussion list provides. If an RC chooses, they may establish a list using a free service or run one on their own server. At this time, Burning Man Project’s server resources are not capable of hosting a discussion list for every Region, but an RC may list instructions for joining local discussion groups (if applicable) on the Region’s page of the Burning Man website. Burning Man Project will consider hosting a Region’s discussion list on the burningman.org mail server on a case-by-case basis, upon request by the RC and in Burning Man Project’s sole discretion.
- In many areas, discussion is very active and can range off-topic; in others, discussion is light and limited to Burning Man-related talk. It is up to the local community and the RC to moderate the discussion list environment to fit their community’s needs and interests.
  - An RC may also create a Facebook group or page, Instagram account, Twitter account, or a presence on other social media channels in accordance with Burning Man Project’s [Online Policies](#) and [intellectual property policies](#). Please avoid using “Burning Man” in the name of your social media accounts; the preferred naming convention is “[Region] Burners.”
- vi. **Adopt a custom version of the Man symbol for your region** – Each Region is encouraged to adopt a Regional variation of the Burning Man symbol/logo to use in connection with the RC’s activities under this Agreement. Regional logos must be approved by the Regional Network Team in advance of their use. If your Region does not already use an approved custom version of the Man, you are encouraged to develop one during your tenure with guidance from the Regional Network Team.

## 2. **COLLABORATION**

- A. **Help facilitate collaboration in your community:** RCs are encouraged to build and nurture Burning Man communities in their local areas. This often happens organically as people interact, create, and socialize around projects and events. This does not mean that an RC must necessarily be the one to start or run such projects or events; rather, an RC should encourage those who are willing to volunteer their time on community efforts. Knowing the members of the local community, their interests, and their skills can help facilitate this kind of collaboration with encouragement from an RC. You will probably find that there are talented people in your community who have good leadership qualities and skills and are looking for ways to contribute. Some of them may be interested in starting an art project, creating or sustaining a community event, or maybe even someday becoming an RC. An RC should seek to cultivate this “next generation” of leaders. Entry level opportunities to participate locally have to exist so people may rise to become the leaders of tomorrow.
- B. **Bring the local community together at least once a year:** Face-to-face contact is a vital part of creating and building community, so every RC is expected to host at least one event for their Region each year.
- These events need not be large or complex. For example, hosting a simple gathering at a local coffee shop to share pictures and stories can be a highly effective community-building endeavor.
  - Proceeds from your Regional events, regardless of their size or nature, must be used to benefit the Regional community and/or the Burning Man community at large – for example, to seed future Regional events and art projects, fund server space for local websites, award local art grants and ticket scholarships, or support Burning Man Project programs such as the Regional Network, Burners Without Borders or Burning Man Arts.

- Any use of the Man symbol or the names “Burning Man,” “Precompression,” “Decompression,” “Black Rock City” or “Flambé Lounge” in association with a public event in your Region requires the prior approval of Burning Man Project.

**C. Endorse events in your Region for Official Regional Event status, where**

**appropriate:** Burning Man Project will only designate an event as an “Official Burning Man Regional Event” if a local RC is well-informed about the event and/or actively involved in its production.

- To apply for official status for any event, the event’s producer must first obtain the endorsement of at least one RC in the Region. Upon receipt of an application for an event in your Region, the Regional Network Team will ask for your assessment of whether the producer’s plans comply with the Criteria for Official Regional Events and the Ten Principles of Burning Man, based on your knowledge of the Region and the individuals involved.
- If the Regional Network Team approves an event for official status, the event producer(s) must execute a Regional Event Use Agreement with Burning Man Project. The local RC does not sign the agreement unless they are also the producer of the event or the producer’s authorized representative.
- If the RC is not a member of the regional event’s production team, they are expected to maintain good communication with the event producer(s), provide guidance as appropriate and necessary regarding compliance with the Criteria and Principles, and keep the Regional Network Team informed of any concerns.

**D. Collaborate with other Regional Contacts:** RCs are expected to collaborate with one another, both within their Region and across the Regional Network.

- If multiple RCs have been designated in a Region, these Co-RCs should coordinate to share the responsibilities of the RC role. Healthy collaboration includes clear agreement among Co-RCs about how they will share responsibilities, maintain regular communication, and participate in any relevant team meetings or community events.
- RCs must subscribe to the Regional Network Discussion List, the primary forum for all RCs across the network to share ideas, challenges, and success stories with one another. By contributing their best practices and documentation to the Regional Network Discussion List, as well as to the Regional Contacts Team Drive, Active Regional Contacts Group of Burning Man Hive , an RC is helping to strengthen the network.

**E. Collaborate with Burning Man Project to address local Decommodification issues:**

Guided by the Ten Principles, Burning Man Project protects the core symbols of Burner culture from being used for commercial purposes or to promote events outside the Regional Network. The Burning Man symbol (logo), “Burning Man,” “Black Rock City,” “Decompression,” “Precompression,” and “Flambé Lounge” are protected trademarks. The designs of the Man and the Black Rock City map, the Ten Principles, and all images taken in Black Rock City are protected copyrights.

- While serving as an RC, you may become aware of individuals, entities, or events in your Region that are (intentionally or unintentionally) violating Burning Man’s [intellectual property or image-use policies](#). An RC will never be asked or expected to take legal action on behalf of Burning Man Project, but we do encourage you to report potential abuses to Burning Man’s Intellectual Property Team ([ip@burningman.org](mailto:ip@burningman.org)), and to help us resolve local Decommodification concerns informally where possible. A gentle explanation of our policies and Principles is often all that is needed, and the IP Team can provide RCs with sample language to use.

### 3. REPRESENTATION

- A. Represent Burning Man Project locally:** As an RC, you are encouraged to support acculturation and engagement around Burning Man culture. Your local representation of Burning Man Project may include participation in public events in your Region, hosting informational events for new participants, helping new participants prepare for Black Rock City or their local regional events, and connecting participants with one another. Distributing information about and within your local Burning Man community can infuse that community with vital new energy. And by sharing newsletters, videos, “swag” and other materials, an RC can reach a whole new audience of prospective community members, as well as model the Burning Man ethos and culture to many who will never attend the event in Black Rock City. From time to time, and upon request, Burning Man Project may (at its cost) ship these materials to an RC for distribution at appropriate venues, like a local community center, art school, or official regional event.
- B. Discuss your experiences as an RC with local media:** You may represent yourself as an RC to media outlets in your Region and, in that capacity, describe activities in your area and/or your personal experiences with or observations about Burning Man, the local community, or local events. Whenever you are engaging with the media, you must make clear that you are only speaking from your own perspective and in your capacity as a local RC. Any questions of an official nature (such as information about the organization or the event in Black Rock City, including population counts, medical or criminal statistics, personnel issues, etc.) should be directed to the Regional Network Team, who will involve the Communications Team.
- C. Provide conflict support:** An RC may be asked to help mediate and work through conflicts among members of their local community. In these cases, the RC should maintain a neutral stance, collect as much relevant feedback as possible, and respect confidentiality when requested. Ideally, the RC will work with the relevant local conduct committees or leadership teams. Should an RC need help in mediating or working through conflicts, they can escalate to and request the help of the following groups as appropriate: the [Conflict Support Meta Regional Subcommittee](#), Regional Network Team, Official Events Team, and the Regional Rangers. Please refer to the [complaint and feedback procedures on the Burning Man website](#) as a guide.
- D. Adhere to behavioral standards and avoid conflicts of interest:** While serving as an RC, you are expected to comply with [Burning Man’s Behavioral Standards Agreement](#) and uphold a high standard of ethics, including with respect to conflicts of interest. A conflict of interest may arise when an RC’s personal interests conflict with their obligation to act in the best interests of Burning Man Project and/or their local community. A conflict of interest may be actual, potential or perceived, and may be financial or non-financial. As an RC, you are expected to:
- Avoid conflicts of interest where possible.
  - Identify and disclose any potential conflicts of interest – for example, that the vendor you are recommending for a regional event is your brother’s company.
  - Avoid accepting substantial gifts or favors if the giver seems to be trying to win your approval or influence.
  - Avoid intermingling personal and community monies.
  - Recuse yourself from any vote or decision in which you have a personal financial interest.
  - Avoid using any information you receive in the course of your work as an RC for your own advantage or gain.
  - Consult with your Co-RCs and the Regional Network Team if you have any concerns about conflicts of interests (your own or others’).

#### 4. **SELF-CARE**

**A. Commit to taking care of yourself:** There is often an assumption that an RC wears all of the hats and does all of the things. But you should take on only the amount of work that allows you to sustain yourself in this role. This Schedule lists the key responsibilities of the RC role. Taking on additional tasks is totally a personal choice for the individual RC. Often, it's a better choice to find new and active members of a community to spearhead local initiatives than to do the work yourself. Burning Man Project cares about the overall health and well-being of all RCs. We seek to cultivate a culture that encourages all participants to contribute, but in ways that are balanced and supportive of their overall health and well-being.

#### 5. **SUCCESSION**

**A. Succession planning and resignation from the RC role:** When you, as an RC, decide to step down from the role, you are expected to inform the Regional Network Team and your Co-RCs, if applicable, in writing. Your resignation should include your reason for stepping down and your expected resignation date. It is a best practice to give a minimum of six months' notice ahead of an expected resignation date. It is also a best practice to collaborate on finding and training a successor for this role, which includes a smooth transition and hand-off of responsibilities to a new RC or Co-RCs. Please refer to the Burning Man Project website for information regarding [Intake Processes for New Regional Contacts](#). An RC who has provided exemplary leadership and service to their Region for a minimum of two years may be asked to serve as an Active Alumni. Active Alumni remain on the Regional Network discussion list, if they want to, and may be asked to help find and mentor new RCs across the network. Active Alumni may also be asked to contribute to other Regional Network initiatives and provide input on policies that support the Regional Network's continued development.



**SCHEDULE B:**  
**BURNING MAN'S TEN PRINCIPLES**

**Radical Inclusion**

Anyone may be a part of Burning Man. We welcome and respect the stranger. No prerequisites exist for participation in our community.

**Gifting**

Burning Man is devoted to acts of gift giving. The value of a gift is unconditional. Gifting does not contemplate a return or an exchange for something of equal value.

**Decommodification**

In order to preserve the spirit of gifting, our community seeks to create social environments that are unmediated by commercial sponsorships, transactions, or advertising. We stand ready to protect our culture from such exploitation. We resist the substitution of consumption for participatory experience.

**Radical Self-reliance**

Burning Man encourages the individual to discover, exercise and rely on his or her inner resources.

**Radical Self-expression**

Radical self-expression arises from the unique gifts of the individual. No one other than the individual or a collaborating group can determine its content. It is offered as a gift to others. In this spirit, the giver should respect the rights and liberties of the recipient.

**Communal Effort**

Our community values creative cooperation and collaboration. We strive to produce, promote and protect social networks, public spaces, works of art, and methods of communication that support such interaction.

**Civic Responsibility**

We value civil society. Community members who organize events should assume responsibility for public welfare and endeavor to communicate civic responsibilities to participants. They must also assume responsibility for conducting events in accordance with local, state and federal laws.

**Leaving No Trace**

Our community respects the environment. We are committed to leaving no physical trace of our activities wherever we gather. We clean up after ourselves and endeavor, whenever possible, to leave such places in a better state than when we found them.

**Participation**

Our community is committed to a radically participatory ethic. We believe that transformative change, whether in the individual or in society, can occur only through the medium of deeply personal participation. We achieve being through doing. Everyone is invited to work. Everyone is invited to play. We make the world real through actions that open the heart.

**Immediacy**

Immediate experience is, in many ways, the most important touchstone of value in our culture. We seek to overcome barriers that stand between us and a recognition of our inner selves, the reality of those around us, participation in society, and contact with a natural world exceeding human powers. No idea can substitute for this experience.

**SCHEDULE C:**  
**GENERAL TERMS AND CONDITIONS FOR REGIONAL CONTACTS**

**1. Confidentiality:** You acknowledge that as an RC, you may have access to non-public and proprietary information or materials pertaining to the operations of Burning Man Project (“BMP”). This “Confidential Information” includes (a) any materials marked confidential; (b) BMP’s nonpublic operating plans, strategies, or financial information; and (c) any nonpublic information about BMP employees, volunteers, officers, donors, funders, contractors, and participants. Confidential Information may include information disclosed to Burning Man by third parties, but does not include the fact that Burning Man has engaged your services as an RC. Confidential Information also does not include any information that is generally known to the public, becomes publicly known through no fault of the receiving party, or is otherwise properly received from a third party without obligation of confidentiality.

If you either directly or indirectly receive any Confidential Information from BMP, you agree to hold it in the strictest confidence. Unless you have received BMP’s express written approval in advance, you agree not to disclose Confidential Information to any third party, or to use any Confidential Information for any purpose, except as may be necessary to perform your obligations as an RC or as may be required by a court or governmental authority.

**2. Term and Termination:** The Volunteer Regional Contact Agreement and the Schedules thereto shall become effective upon execution by both parties. The Agreement will remain in effect for an initial term of one year, and you agree to serve for the entire term unless terminated by Burning Man Project in the event that you are unable or unwilling to carry out your duties as an RC under the Agreement. After the initial term, the Agreement shall thereafter automatically renew for successive one-year terms unless or until terminated by either party in writing.

**3. Waiver and Release:** You, on behalf of yourself and your agents, personal representatives, assigns, heirs, and next of kin, hereby waive any and all liability that BMP and its employees or agents may owe to you and your agents, personal representatives, assigns, heirs, and next of kin for any and all loss, damages, claims or demands related to bodily injury or property damage, whether caused by the negligence of BMP or otherwise, associated with your service as an RC. This waiver does not extend to rights or liabilities that cannot be waived as a matter of law, but you expressly agree that this waiver is intended to be as broad and as inclusive as permitted by governing law.

**4. Governing Law and Dispute Resolution:** This Agreement is governed by and will be enforced according to the laws of the State of California, without regard to any conflicts of laws rules. Any claim or dispute arising out of or in connection with this Agreement must be brought exclusively in the federal and state courts located in San Francisco, California, and the parties submit to the personal jurisdiction of such courts for the purpose of litigating all such claims or disputes.

**5. Miscellaneous Terms:** This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements, oral and/or written, between the parties relating to the subject matter herein. No party hereto has relied upon any other promise, representation, or warranty, other than those contained herein, in executing this Agreement. This Agreement may not be modified or altered except by written instrument signed by both parties. The waiver or failure of either party to exercise any right provided for herein shall not be deemed a waiver of any prior or further right hereunder. This Agreement is personal to you, and your rights and obligations under this Agreement may not be assigned or subcontracted to any person or entity, without Burning Man’s express written permission in advance. This Agreement shall bind and be for the benefit of the parties and their heirs, fiduciaries, successors, and permitted assigns. Subject headings have been inserted for convenience

and are not intended to reflect any substantive content or meaning. If any provision of this Agreement is held invalid or unenforceable, the Agreement shall remain in effect and the offending provision shall be modified to the extent required to make the provision valid and enforceable. This Agreement may be signed in counterparts, which together shall constitute one contract. Faxed, scanned and emailed, or electronic signatures shall be construed to be as valid as originals. All schedules and attachments to this Agreement are hereby incorporated herein by reference and shall be considered part of this Agreement.

SAMPLE