

How AI ready are you?

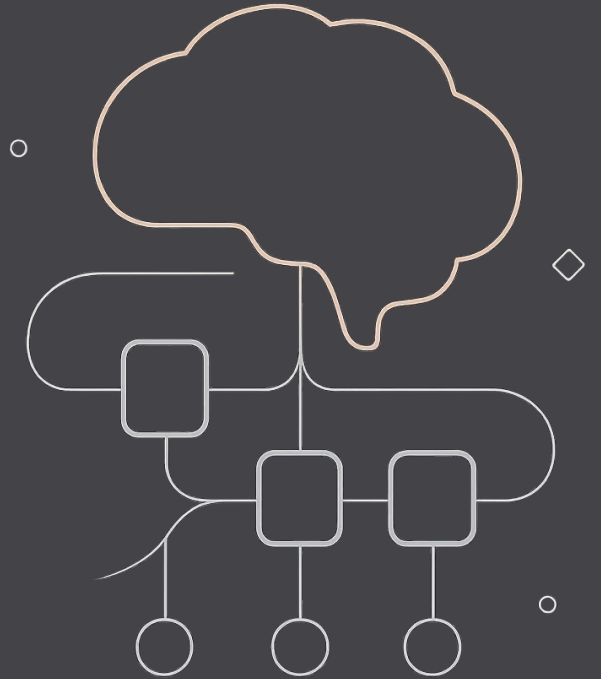
civicplay.ai/personal-ai-readiness



AI for Nonprofits

A Board-Friendly Guide to Using AI Well

Practical use + responsible governance





SPEAKER BIO

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Co-Founder, Lead AI Educator & Safety Advisor at CivicPlay.ai

Speaker, consultant, and educator.

Author of [AI for Recreation Professionals: How to Unlock the Most Powerful Tool You're Not Using](#).



What You'll Leave With

A Safe Framework

A board-friendly way to think about AI — no tech background required

A Risk Model

A simple system to guide everyday AI decisions

Workflows

Practical, ready-to-use approaches your team can start with right away

Today's Agenda

01

AI Isn't New

A brief, grounding history

02

Key Terms + 2 Principles

Plain-language foundations

03

Responsible AI: 3 Cs + Traffic Lights

Your decision-making framework

04

Demos

Interactive + practical application

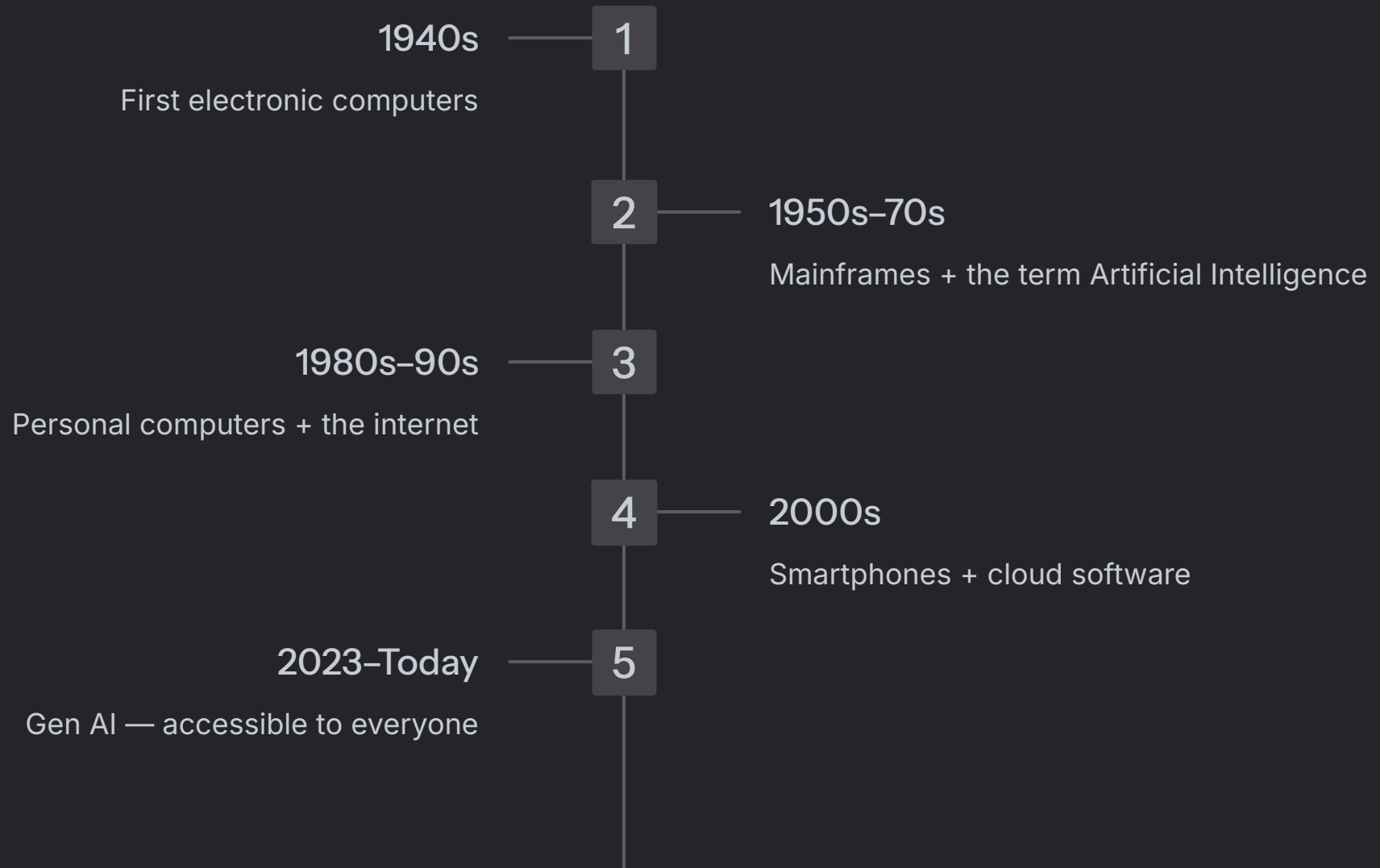
05

Q&A

15 minutes open discussion

Computers Aren't New

"Computers = following instructions fast"



Technology evolves. The underlying idea — machines helping humans — stays the same.

SECTION B: KEY TERMS

Three Terms. That's It.

AI

Machines that simulate human thinking

Machine Learning

AI that learns from examples, not rules

Generative AI

AI that creates — text, images, forms, summaries

You don't need to know how it works. You need to know how to use it — and when to stop.

AI Isn't New.

What's new is everything else.

⚡ Access

Anyone with a browser can use it

🚀 Speed

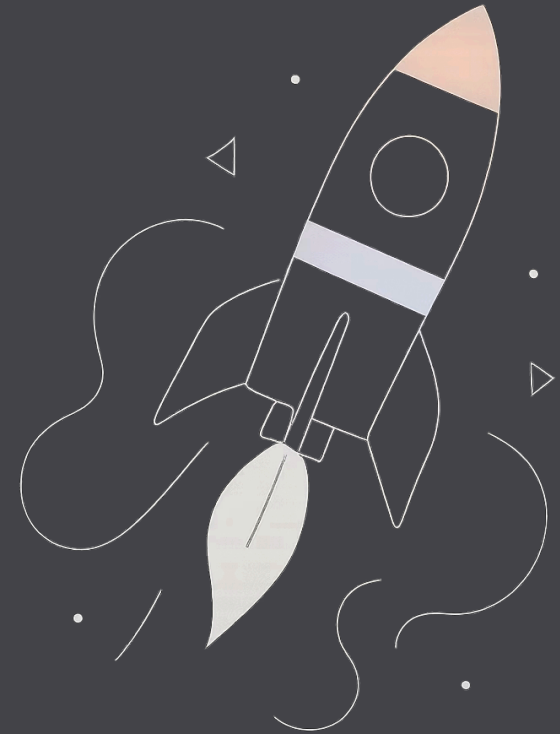
Results in seconds, not days

✨ Quality

Outputs that rival trained professionals

🔗 Integration

Built into tools you already use



WHY THIS MATTERS TO YOU

Why Boards Care

Capacity

Do more with the same team and less budget

Communications

Faster, more consistent messaging that goes further

Service Quality

Better tools, better outcomes for communities

Risk + Reputation


Boards are accountable — AI use is a governance issue

Transformer Game #1

Model vs. Tool

 Language Model = Engine

The underlying intelligence — GPT-4, Gemini, Claude. You usually don't interact with it directly.

 Tool = Car

The product you actually use — ChatGPT, Canva AI, Jotform. Built on top of the engine.

You drive the car. You don't need to build the engine.

Three More Words to Know

Prompt

What you ask the AI to do

Context

The background you give it to work with

Constraints

The limits you set — tone, length, audience

 Better inputs = better outputs. Garbage in, garbage out — still applies.

Anatomy of a Great Prompt

Think of your prompt as a recipe for the AI. The more detail and structure you provide, the better the result. Use the R-I-E-C-Q framework:



R: Role

Tell the AI who to be (e.g., "Act as a marketing manager").



I: Instruction

Clearly state the task (e.g., "Summarize this article").



E: Examples (Positive and Negative)

Show what you want (e.g., "Here's an example summary: ...").




C: Context

Provide relevant background (e.g., "Our target audience is Gen Z").



Q: Question

The specific query or task you need completed (e.g., "Draft 3 social posts").

 From **Vague** → **Specific**: Start broad and refine your prompts based on the AI's output. Always **Iterate!**

AI = Artificial Intern



Fast

Completes tasks in seconds



Confident

Sounds certain — even when wrong



Needs Supervision

Cannot self-check or verify its work



You Approve

The final call is always yours

SECTION C: PRINCIPLES

Principle #1

AI is not a truth machine.

What "Not a Truth Machine" Means

■ Looks confident ≠ correct

AI generates plausible-sounding text — not verified facts

■ Always verify

Treat every AI output like a first draft from a new employee

■ Ask for sources — then check them

AI can cite references that don't exist (hallucination). Confirm before sharing.



Principle #2

You are responsible for
community trust.

Trust Is the Asset



→ Reputation Risk

One AI mistake can erode years of goodwill

→ Harm Prevention

AI outputs can hurt real people
— your community members

→ Transparency

Be open about when and how AI is used in your organization

The 3 Cs of Responsible AI

Control

Who uses what, when, and with whose approval

Care

People-first outcomes — equity, safety, dignity

Clarity

Document, explain, and communicate AI use openly

These are your three guardrails — apply them before every AI decision.

Part of the free AI Governance Toolkit

Control

1

Approved Tools

Only use tools your organization has vetted and sanctioned

2

Access + Roles

Define who can use AI, for what tasks, and at what level

3

Review + Approval

Every AI output that goes public needs a human sign-off

Care

1

People-First Outcomes

Ask: does this decision serve the people we exist to help?

2

Avoid Harm

Consider unintended consequences before deploying AI outputs

3

Bias + Equity Awareness

AI can reflect and amplify existing inequities — watch for it

Clarity

1

Explain Decisions

If AI influenced a decision, be able to say how and why

2

Document Use

Keep a simple log of what tools are used and for what purpose

3

Communicate Boundaries

Your community deserves to know what AI does and doesn't do for you

AI Governance Toolkit

High-level components every nonprofit board should have in place:



Policy / Guidance

A written AI use policy



Training

Staff know how to use AI safely



Tool Approval

A vetting process before adoption



Data Rules

What data can and cannot be shared with AI



Incident Response

A plan for when something goes wrong



Accountability

A named owner for AI oversight

Traffic Light System

Green — Go

Internal drafts + brainstorming

Meeting prep + agenda ideas

Summarizing long documents

Yellow — Review Required

Donor-facing communications

Grant narratives + reports


Any content involving real people

Red — Don't Do This

Sharing client or personal data with AI

Unreviewed public statements

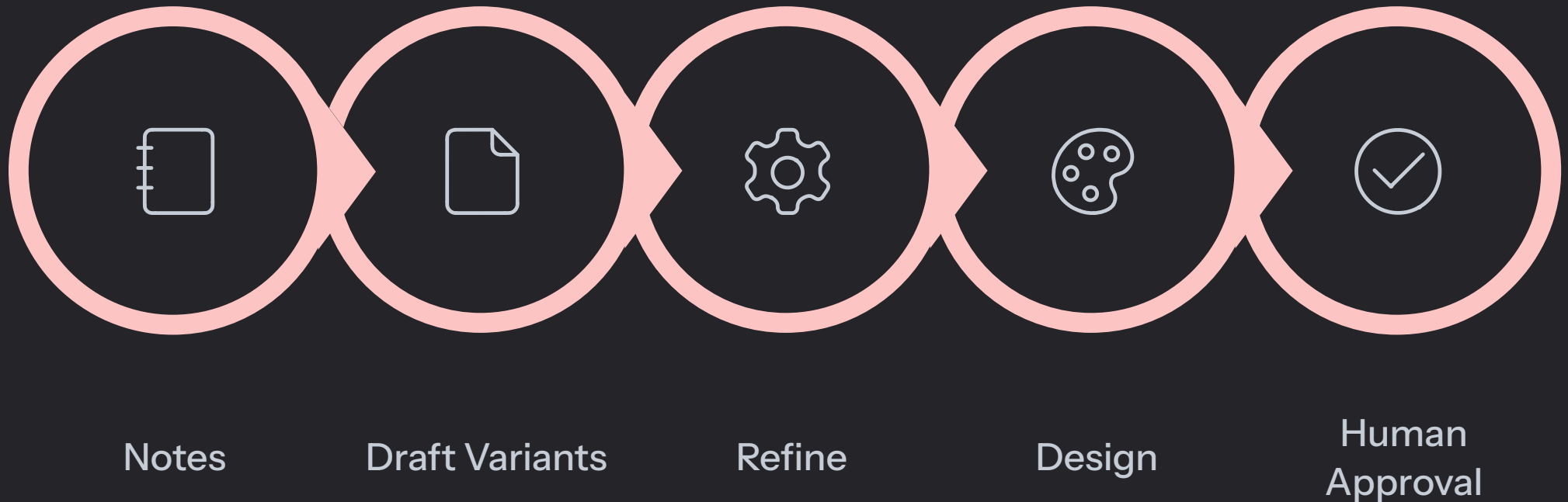
AI making decisions about people

 When in doubt, treat it as Yellow — always have a human review before it goes anywhere public.

Transformer Game #2

Demo 1: ChatGPT + Canva

Drafting communications — fast, consistent, and human-approved.



The AI handles the heavy lifting on structure and language. You — or your team — make the final call on every word that goes out.

Demo 1: What You Can Create



Board Update

A clear, concise summary for your board — drafted in minutes from raw notes



Donor Email

A warm, personalized appeal — consistent tone, faster turnaround



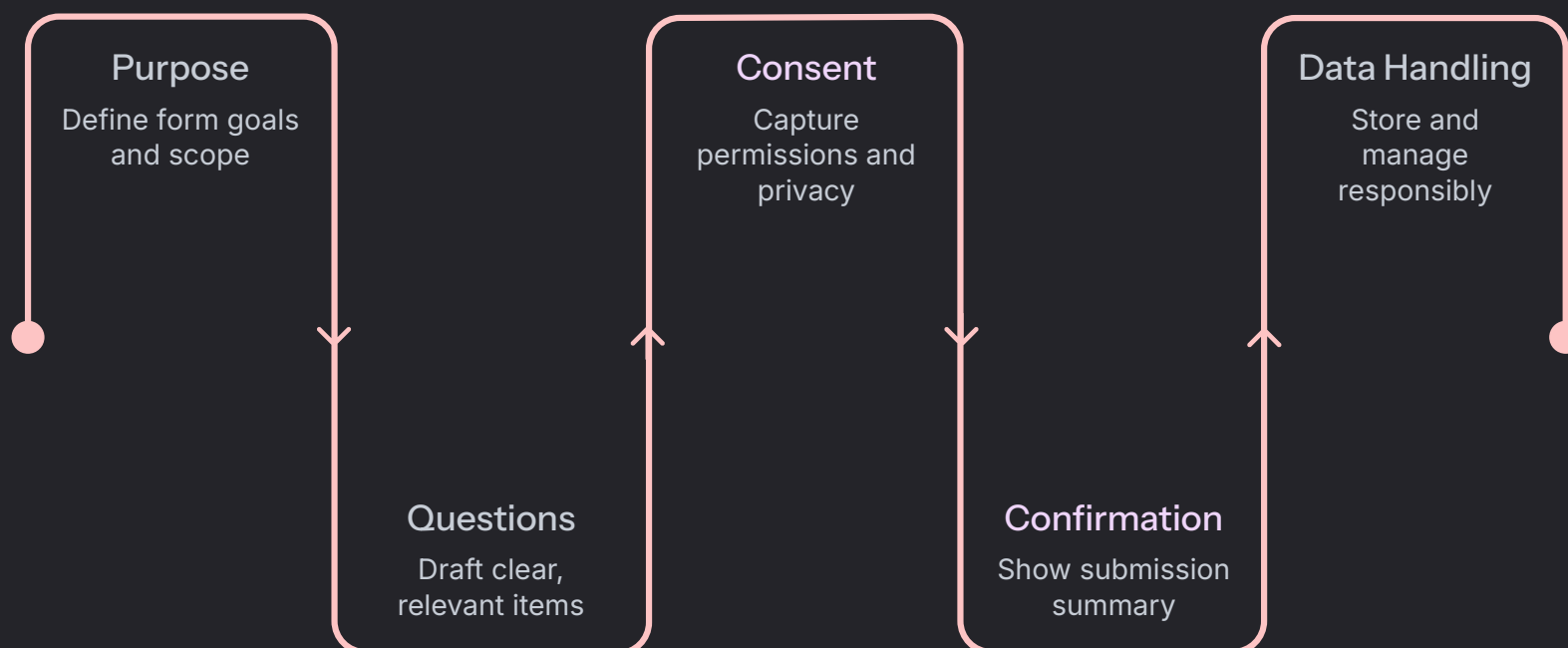
Public Statement

A polished, on-brand message — always reviewed by a human before release

Demo 2: Jotform



Building smart forms — without a developer, without the wait.



Jotform's AI helps you build the form. Your team ensures every question is appropriate, consent is captured, and data is handled responsibly.

Demo 2: Forms You Can Build



Volunteer Intake

Capture availability, skills, and consent — all in one clean form



Program Registration

Streamline sign-ups with automated confirmation and data collection



Feedback Survey

Gather community input quickly — and act on it with confidence



Incident / Concern Form

A safe, structured way for staff or community to flag issues

Start Small. Start Safe.

1

Pick 1 Workflow

One task. One tool. Keep it low-stakes to start.

2

Pick 1 Rule

One boundary your team agrees to honor from day one.

3

Pick 1 Reviewer

One person who checks every AI output before it goes anywhere.

4

Pilot for 2 Weeks

Reflect, adjust, and decide together what comes next.



Grab the Toolkit Now

Developed by **Toby Nwabugor, AIGP** and **Dr. Julie Boone**

Use It Today

Follow along and reference it during the session

Adapt It

Customize the templates for your organization's context

Share Feedback

Help keep it current as AI tools and risks evolve

Get the AI Policy Toolkit → civicplay.ai/ai-governance-toolkit



Closing & Call to Action



Read the #1 AI
book for
Recreation
Professionals on
Amazon.



Complete the survey
for 79 free prompts
tailored to
Community Services
Professionals



Scan to connect
with me on
LinkedIn

civicplay.ai or toby@civicplay.ai

Q&A

15 Minutes



CivicPlay.ai



GOT AI POLICY (GAIP)

One More Thing

Canada's municipal AI policy registry — searchable by province or territory. A great reference for nonprofits navigating AI governance.

Scan to Visit

<https://gotaipolicy.ca/>

