

Sample Nonprofit AI Use Policy Template



Place Organizational Logo

[Nonprofit Organization Name]

AI Policy Document

Effective Date: [Insert Date]

Introduction

This AI Policy outlines the principles and guidelines for effective, secure, and responsible use of AI technologies by [Nonprofit Organization Name].

As we embrace the use of AI tools, we recognize that we have obligations to use AI to enhance our mission and impact while respecting the rights and interests of others. We aim to use AI to improve our efficiency while safeguarding privacy, maintaining human oversight, and respecting the rights, dignity, and trust of donors, volunteers, staff, beneficiaries, and the communities we serve.

Approved Uses

Staff may use approved AI tools to:

- Brainstorm ideas
- Draft content for human review
- Improve grammar & readability
- Generate administrative templates
- Support research

Prohibited Uses

Staff must not:

- Upload confidential donor, beneficiary, financial, or employee information into unapproved AI tools.
- Allow AI to make final decisions affecting people or funding.
- Publish AI-generated content without human review.
- Present AI-generated information as verified without fact-checking.

Human Oversight

All AI-generated work must be reviewed by a staff member before distribution or publication.

The reviewer is responsible for ensuring:

- Accuracy
- Privacy protection
- Appropriate tone
- Mission alignment
- Compliance with organizational policies

Data Protection

Confidential information should only be entered into AI systems approved by the organization and reviewed for appropriate privacy safeguards. When possible, remove personally identifiable information before using AI.

Transparency

Wherever possible, staff should disclose significant AI assistance in internal documentation and maintain records of approved AI tools.

Continuous Review

This policy will be reviewed regularly as AI technology, organizational needs, and legal requirements evolve.