Impact100 Chapter Guidelines for Using AI Tools

AI tools like ChatGPT, Zoom AI summaries, etc. can be helpful assistants for volunteers, especially when time is limited. They can support thinking, organization, and clarity. At the same time, Impact100 chapters handle sensitive and confidential information, and protecting that trust is essential. In all cases, AI should be used as a writing and thinking assistant, not as a decision-maker.
These guidelines are meant to help chapters use AI responsibly and consistently.

AI tools may be used and helpful for:

- **Brainstorming social media campaigns:** Ideas for themes, messaging angles, posting cadence, and content calendars.
- **Drafting and polishing social media posts:** Turning approved talking points into captions for different platforms.
- **Editing newsletter content:** Tightening language, improving flow, and making updates clearer and more engaging.
- **Suggesting newsletter headings & topics:** Subject lines, titles, and content ideas.
- **Drafting event announcements and reminders:** Save-the-dates, invitations, reminders, and follow-ups.
- **Creating multiple versions of the same message:** Converting your message into short, medium, and long versions for email, web, and social.
- **Drafting sponsor and partner thank-you messages:** Emails, social shout-outs, and post-event acknowledgments.
- **Summarizing your own notes:** Turning meeting notes, site-visit notes, or brainstorming notes into clean summaries.
- **Creating templates and checklists:** Agendas, run-of-show outlines, outreach scripts, and planning guides.
- **Improving clarity and tone:** Editing any content for warmth, inclusivity, and plain language.

Board Minutes and Meeting Summaries

AI tools, including Zoom or Google Meet AI meeting summaries, may be used as a reference or starting framework when preparing board or committee meeting minutes. However, it is essential that humans remain responsible for accuracy, judgment, and the official record.

Required practice

- A human (typically the Secretary) must take notes during the meeting
- Human notes are the primary source for official minutes
- All minutes must be reviewed, edited, and approved by a human before distribution or adoption

Appropriate Use	Not Appropriate
• Using an AI or Zoom-generated summary to check completeness or structure • Comparing AI output against the Secretary's or Chair's notes • Helping organize notes into a standard minutes format	• Treating AI or Zoom summaries as official minutes • Relying solely on AI to determine what is included in minutes • Including sensitive discussions, conflicts, or executive session content without human judgment

Use of AI for Images and Photographs

AI tools may be used to support basic image editing and design, but chapters should take care to preserve authenticity and respect consent. Images shared by Impact100 chapters should reflect real people, real events, and real impact. AI may be used to enhance presentation, but not to change reality.

Appropriate Use	Not Appropriate
• Light editing of real photos (cropping, resizing, brightness, clarity) • Creating graphics, flyers, or social posts using approved photos • Using generic stock or illustrative images when real photos are not available • Formatting images for different platforms or layouts	• Altering a person's appearance, identity, or expression using AI • Adding or removing people from photos • Creating AI-generated images that represent real events, attendance, members, grantees, or communities • Using AI-generated images to imply impact, participation, or diversity that did not occur

Member and Donor Information

Impact100 chapters maintain member and donor information that is private and should be handled with care. AI tools should not be used to process or store identifiable member data. Keep member data inside approved chapter systems (for example, your CRM/email platform). Use AI to help with the wording, not the data.

Personal member information should never be entered into public AI tools.

Appropriate Use	Not Appropriate
• Drafting and editing communications to members and donors when the prompts use general or anonymized information (for example, "Write a renewal reminder for members who have not yet renewed," without including any names or lists).	• Entering membership lists, donor names, email addresses, mailing addresses, phone numbers, giving history, payment status, or personal notes about members into public AI tools.

Nonprofit and Grant Applicant Information

The grants process sits at the heart of Impact100's work and involves sensitive, confidential information shared with us in trust. For that reason, the use of public AI tools in this area must be especially limited and thoughtful.

Appropriate Use	Not Appropriate
• If AI is used, remove or anonymize details first (for example, "Applicant A" instead of a nonprofit name). Say a "Founding Member who has not yet renewed," for example. Never include or upload identifying information on volunteers, members, or donors. • Use AI to support clarity and efficiency, not to shortcut thoughtful review • Always review and edit any AI-assisted content before sharing or using it • When in doubt, leave it out	• Summarizing or evaluating full grant applications • Entering nonprofit names, financial details, budgets, EINs, addresses, or personally identifiable information • Analyzing or scoring applicants directly • Making grant decisions or recommendations on behalf of the chapter • Replacing human review, discussion, or judgment

Confidential applicant information should never be entered into public AI tools.

Clarification on AI Use for Grant Review and Member Data

For purposes of these guidelines, restrictions related to grant review and member or donor data apply to the use of **public, general-purpose AI tools** (such as ChatGPT, Gemini, and similar platforms) that are not embedded within a secure chapter system.

Some chapters use secure platforms such as Foundant, Submittable, Neon, MemberLeap, or similar systems to manage grant applications, memberships, and donations. These platforms may offer **embedded AI-assisted features** within their own secure environments, where data does not leave the system and is subject to the platform's privacy and security controls. While

these features may be secure from a confidentiality standpoint, they should **not be used as a substitute for human judgment**. AI-assisted tools should not be relied upon to eliminate or advance applicants, score proposals, or make recommendations about funding decisions. Human review, discussion, and decision-making remain essential at every stage of the grant process.

Because this is a rapidly evolving area and functionality varies by platform and subscription level, the use of any embedded AI features should be evaluated on a **case-by-case basis**, with careful attention to data privacy, confidentiality, and human oversight. Regardless of the tool used, **human judgment, review, and accountability remain essential**, particularly for grant decisions and member or donor communications.

Chapter AI Policies

Impact100 Global recommends that each chapter's Board of Directors adopt a simple, written policy on the use of AI tools by its board members, committee members, and volunteers. A chapter-level policy helps set clear expectations, promote consistent practices, and reinforce shared responsibility for protecting confidential information. Impact100 Global has provided a template policy in the **Appendix** to these Guidelines that chapters may adopt or adapt to meet their local needs.

Impact100 is built on **trust, transparency, and the judgment and decision making of our leaders and members**. AI can help reduce administrative burden, but it does not replace the responsibility we have to applicants, members, and our communities.

Use AI to support the work. Do not use it to make decisions or to handle confidential information (unless using a secure embedded tool).

Final Note: This is a rapidly evolving area. Impact100 Global recognizes the potential value of secure, platform-based AI tools and is interested in learning from chapters that are successfully using such features within their systems. Chapters are encouraged to share their experiences so emerging best practices can be evaluated and, where appropriate, shared across the Impact100 community.

APPENDIX

[Impact100 Chapter]
Use of Artificial Intelligence (AI) Policy

Purpose

The purpose of this policy is to establish clear expectations for the responsible use of Artificial Intelligence (AI) tools by board members, committee members, and volunteers of **[Impact100 Chapter]**. AI tools can support efficiency and clarity, but they must be used in ways that protect confidentiality, uphold trust, and preserve human judgment.

Guiding Principles

- AI tools may be used as **writing and thinking assistants**, not as decision-makers.
- Human judgment, accountability, and oversight remain essential in all chapter activities.
- Confidential, sensitive, and personal information must be protected at all times.

Appropriate Uses of AI

AI tools may be used to support communications, planning, and organization, including:

- Brainstorming ideas for social media, newsletters, and events
- Drafting or editing content for clarity, tone, and accessibility
- Creating templates, checklists, agendas, and outreach materials
- Summarizing one's own notes for organizational purposes

All AI-assisted content must be reviewed and approved by a human before use or distribution.

Prohibited Uses of AI

AI tools may not be used to:

- Make decisions on behalf of the chapter
- Replace human review, discussion, or judgment
- Process or store confidential or personally identifiable information using public AI tools

Grant Review and Applicant Information

Grant applications and related materials contain sensitive information shared with **[Impact100 Chapter]** in trust.

- Public, general-purpose AI tools (such as ChatGPT or similar platforms) may not be used to summarize, evaluate, analyze, score, or make recommendations about grant applications.

- Confidential applicant information, including nonprofit names, budgets, financial data, EINs, addresses, or personally identifiable information, must never be entered into public AI tools.
- If AI is used for limited support purposes, all identifying information must be removed or anonymized.

Secure grant management platforms may offer embedded AI-assisted features. Even when such tools are available, they may not be used as a substitute for human judgment or to eliminate, advance, or rank applicants. Grant decisions remain the responsibility of chapter members.

Member and Donor Information

Member and donor information is private and must remain within approved chapter systems.

- AI tools may be used to help draft or edit communications using general or anonymized prompts.
- Membership lists, donor records, contact information, giving history, and personal notes may not be entered into public AI tools.

Board Minutes and Meeting Records

AI tools, including automated meeting summaries, may be used as a reference to support preparation of minutes. However:

- A human must take notes during meetings.
- Human notes are the primary source for official minutes.
- All minutes must be reviewed, edited, and approved by a human before adoption or distribution.

Images and Photographs

AI tools may be used for basic image editing and formatting. AI may not be used to alter reality, including changing who appears in photos, creating artificial events or attendance, or misrepresenting people or impact.

Review and Updates

This policy will be reviewed periodically by the Board as AI tools and best practices continue to evolve.

Adopted: [Date]
Last Updated: [Date]