AI AT WORK · BEGINNER · 12 MIN READ

# AI for nonprofits and community groups

Save volunteer hours on newsletters, grants, scheduling and reports, find tech discounts, and protect your members' and donors' data.

Pass the check (4 of 5) online to earn the “Community Builder” badge:
https://digitalbuilders757.com/university/study/ai-for-nonprofits-and-community-groups

## Small team, big mission

Nonprofits, faith groups, clubs and neighbourhood associations run on volunteer time. AI won't replace the people, but it can take the weekly writing, sorting and summarising off their plates so they can spend more time with the community. Start with one recurring task that everyone dreads.

## Where AI helps most

- Communication: newsletter drafts, event announcements, social posts and translations, edited by a person who knows the community.
- Grants: researching funders, summarising guidelines, outlining answers from your own facts and outcomes (never invented numbers).
- Volunteers: sign-up forms, reminder messages, shift schedules and thank-you notes.
- Reports: turning attendance sheets and survey answers into a one-page summary for the board.
- Accessibility: plain-language versions, alt text and captions so more people can take part.

## Get the tools for less

Many technology companies offer free or discounted plans to registered nonprofits, often after verification through partners such as TechSoup. Google for Nonprofits, for example, includes Workspace for Nonprofits. Programs, eligibility and prices change, so check each provider's official page, and ask before paying full price for anything.

## Protect your people

Member lists, donor details, prayer requests, children's information and case notes are personal and sometimes sensitive. Don't paste them into AI tools your organisation hasn't approved for that data. Remove names before asking for summaries, keep a short written AI policy that the board agrees, keep a person in charge of anything sent in the organisation's name, and say when AI helped with public material if your community expects it.

### Key terms

**Automation / workflow**
Steps that run by themselves: when this happens, do that.

**Human in the loop**
A person approves important steps before they happen.

**Alt text**
A short description of an image for screen readers and search engines.

**Prompt**
What you give the AI: instructions, a question and any material to work from.

**Personal data**
Information about an identifiable person, like names, emails or grades; follows privacy rules.

**AI disclosure**
A short note saying how AI helped make something.

**Knowledge base**
Documents an AI agent can look up, like your FAQ, policies or price list.

### Try it: One task, one hour back

1. List the three most repetitive tasks your group does each month.
2. Pick one (for example, the newsletter) and write a prompt with your group's voice, audience and the facts to include.
3. Have a volunteer edit the draft and note how long it took compared with before.
4. Draft a five-line AI policy (what's allowed, what data never goes in, who approves) for your board.

KNOWLEDGE CHECK

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5 questions. Circle one answer for each; 4 or more correct passes. Answers are at the back.

### 1. Which task is a great first use of AI for a volunteer group?

A. Deciding who gets emergency help
B. Drafting the monthly newsletter for a volunteer to edit
C. Replacing the volunteer coordinator
D. Answering confidential pastoral questions from members, to save volunteer time

### 2. AI drafts a grant answer with an impressive statistic you don't recognise. What do you do?

A. Keep it, since funders like numbers and the AI probably found it online
B. Round it up
C. Remove it and use only your real figures
D. Ask the AI where it found the number, and keep it if it gives a source

### 3. How do nonprofits often get discounted software?

A. They can't, discounts don't exist
B. By sharing one account with everyone
C. By using free trials forever
D. Through nonprofit programs from providers, often verified via partners like TechSoup

### 4. What should NOT be pasted into an unapproved AI tool?

A. Your donor list with names and gift amounts
B. A public event description with the date and venue
C. A newsletter you already published on your public website
D. Your mission statement and the list of services you offer

### 5. Why write a short AI policy for your group?

A. To ban all technology
B. So everyone knows what's allowed and what data stays out
C. Because every AI tool requires a written policy before you can sign up
D. To make meetings longer

## Official sites

Google for Nonprofits: https://www.google.com/nonprofits/
TechSoup: https://www.techsoup.org

Last reviewed 2026-11-25. AI tools change fast; check each tool's own site for current features, plans and prices.

ANSWER KEY

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**1. B: Drafting the monthly newsletter for a volunteer to edit**
Repetitive writing with a human editor saves time without handing over judgement about people.

**2. C: Remove it and use only your real figures**
Grant applications must be true. Use your own outcomes and records.

**3. D: Through nonprofit programs from providers, often verified via partners like TechSoup**
Many providers have nonprofit programs. Check eligibility on their official pages.

**4. A: Your donor list with names and gift amounts**
Donor and member details are personal data; keep them out unless the tool is approved for it.

**5. B: So everyone knows what's allowed and what data stays out**
A few agreed rules protect your people and your reputation while saving time.