



# AI for Nonprofits

Real Confidence with  
Artificial Intelligence

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*Digital Navigator*



**UNITED WAY**  
Franklin and  
Hampshire Region

# Presentation Overview:

- General opinions about AI
- What AI is and is not
- What AI does and doesn't do
- Types of AI
- How AI works, learns, and can create bias
- Where we already see AI in our everyday lives
- Myths about AI
- Professional standards, ethics, risks, and safe use suggestions
- How AI handles privacy
- Practical applications of AI for nonprofits
- AI use giveaways and detectors
- How to prompt AI to get the best answers to your question
- Comparison of AI agents
- Paid vs. free accounts
- AI program suggestion, free training, and how to get started

## **The Case for Using AI:**

In a world of limited resources and growing community needs, AI helps nonprofits make the most of their time and energy by streamlining routine work, strengthening outreach and analysis, and ultimately increasing the human impact we can make.

# Show of Hands!

**Who is intimidated by AI?**

**Who is excited by AI?**

**Who has used AI?**

**Who feels like AI might make life easier?**



# What do Most Americans Say?



[March 9, 2025](#)

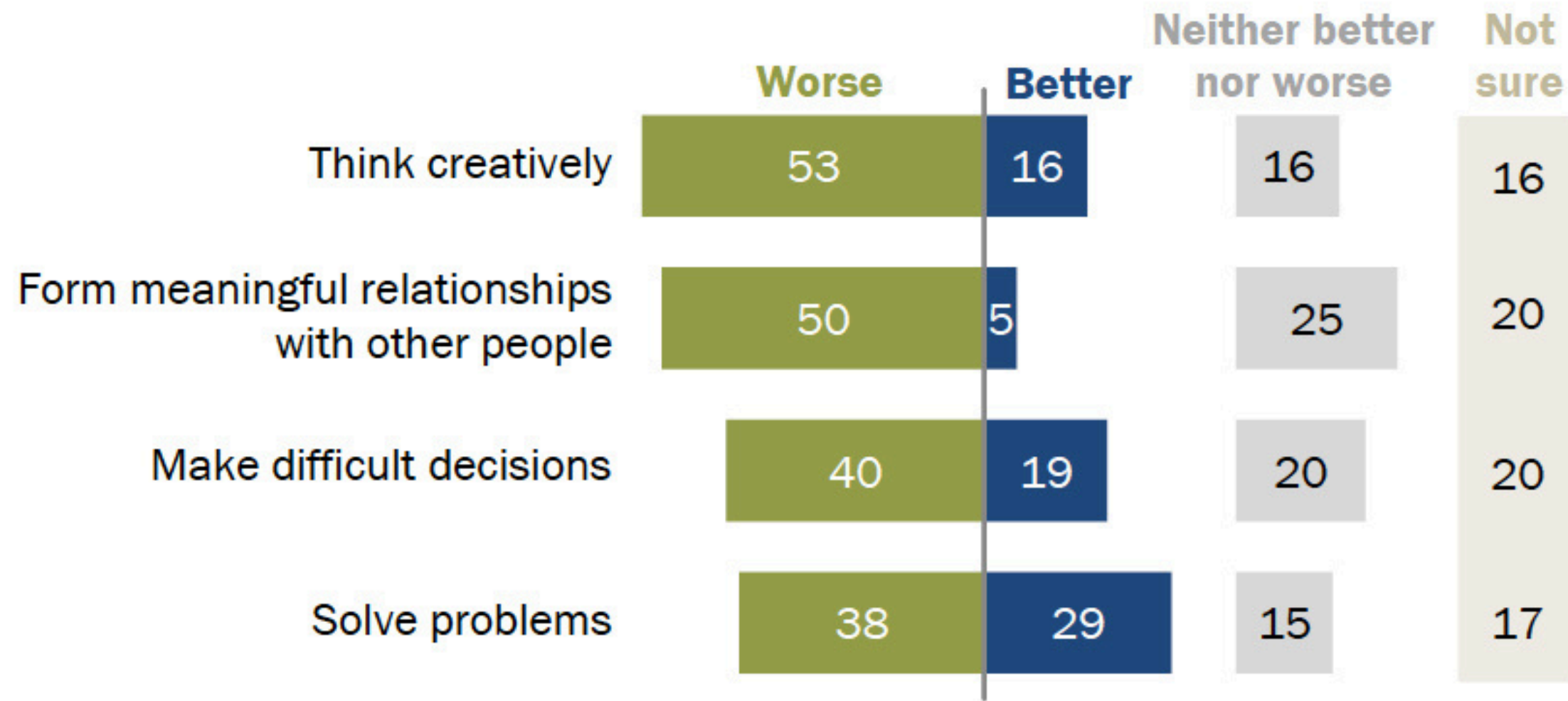


- Americans are **much more concerned than excited** about the increased use of AI in daily life, with a majority saying they want more control over how AI is used in their lives.
- Far larger shares say **AI will erode than improve** people's ability to think creatively and form meaningful relationships.
- At the same time, a **majority is open to letting AI assist them with day-to-day tasks and activities.**
- Most Americans **don't support AI playing a role in personal matters** such as religion or matchmaking. They're more open to AI for heavy data analysis, such as for weather forecasting and developing new medicines.
- Americans feel strongly that **it's important to be able to tell if pictures, videos or text were made by AI or by humans.** Yet many don't trust their own ability to spot AI-generated content.
- **Young adults are far more likely to be aware of and interact often with AI** compared with those ages 65 and older.

[September 17, 2025](#)

# About half say AI will worsen people's ability to think creatively and form meaningful relationships

% of U.S. adults who say the increased use of artificial intelligence (AI) in society will make people's ability to do each of the following ...

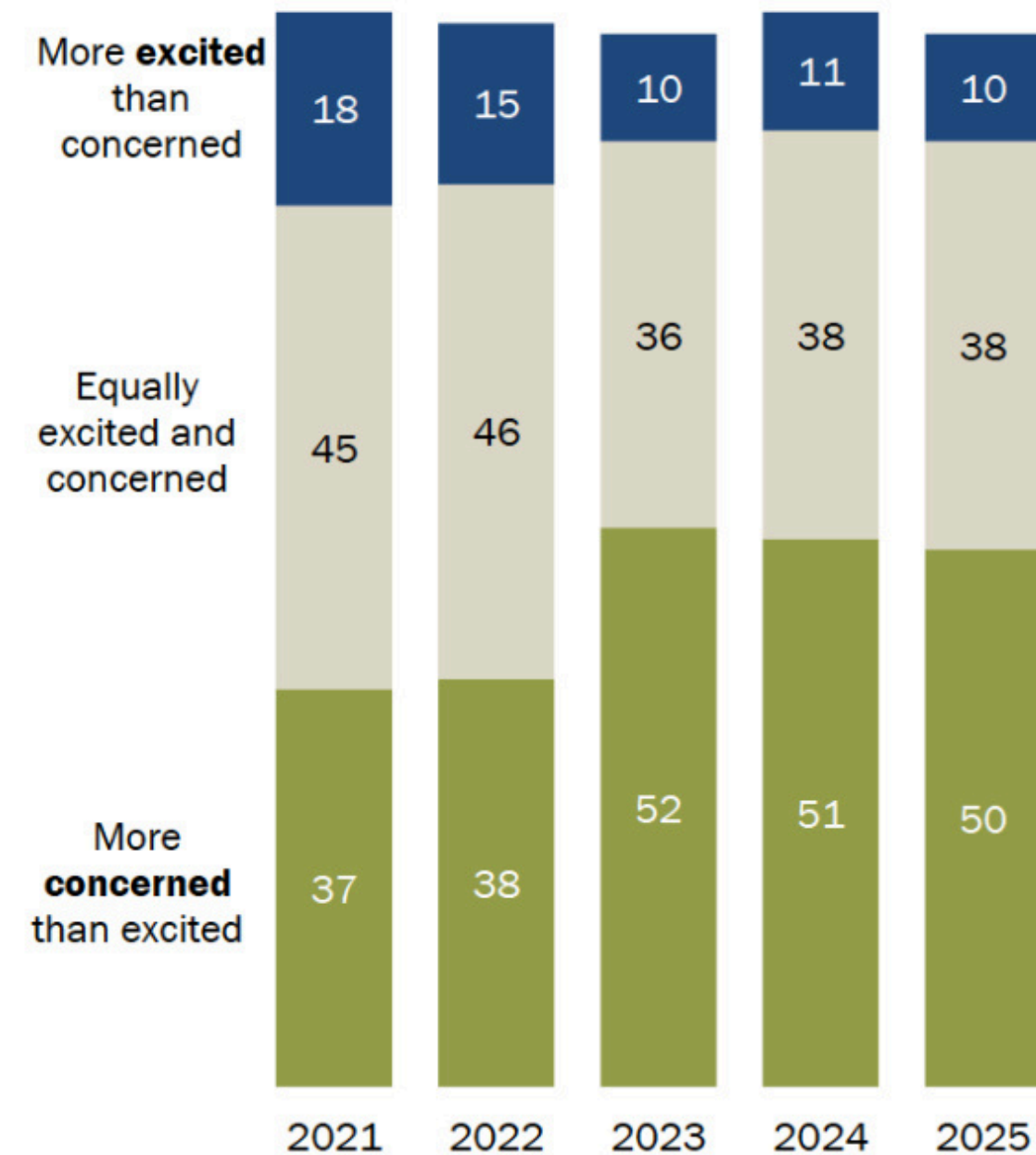


Note: Respondents who did not give an answer are not shown.  
 Source: Survey of U.S. adults conducted June 9-15, 2025.  
 "How Americans View AI and Its Impact on People and Society"

**PEW RESEARCH CENTER**

# 50% of Americans are more concerned than excited about the increased use of AI in daily life

% of U.S. adults who say the increased use of artificial intelligence (AI) in daily life makes them feel ...



Note: Respondents who did not give an answer are not shown.  
 Source: Survey of U.S. adults conducted June 9-15, 2025.  
 "How Americans View AI and Its Impact on People and Society"

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# What is AI?

## “Artificial Intelligence”

**Artificial Intelligence is when a computer or device can do things that usually require human thinking, like understanding language, recognizing photos, or making suggestions.**

**You’ve probably seen it in action when:**

- Your phone finishes your sentences for you
- Alexa or Siri answers a question out loud
- Netflix suggests a movie you might like

AI doesn’t “think” like we do. It looks at patterns in data and makes its best guess based on what it’s seen before.

It’s like a helpful assistant that’s read a million books and can answer fast, but it doesn’t really understand feelings or common sense.

# Types of AI

- **Rule-Based AI Agents:** Systems that follow fixed, pre-programmed rules. They do not “learn.”
  - A thermostat that turns heat on when temperature drops below a set point
  - An email auto-responder that replies with preset messages
  - Early website chatbots with scripted decision trees
- **Traditional Machine Learning Agents:** Systems trained on data to recognize patterns and make predictions, but not necessarily language-based.
  - Spam filters that detect unwanted email
  - Netflix or Amazon recommendation systems
  - Fraud detection software at banks
- **Reinforcement Learning Agents:** Systems that learn by trial and error, improving based on rewards or penalties.
  - AI that plays chess or other interactive games
  - Self-driving car decision systems
  - Robotics systems learning how to walk or grasp objects ([Boston Dynamics “Atlas” Robot](#))

# Types of AI

- **LLM-Based Agents:** Agents that use “**Large Language Models**” to reason, plan, generate text, or interact conversationally.
  - Chatbots like ChatGPT (**C**hat **G**enerative **P**re-trained **T**ransformer)
  - AI copilots that help write code
  - AI assistants that can summarize documents and draft emails
- **AGI (Artificial General Intelligence)** refers to a hypothetical type of AI that can understand, learn, and apply knowledge across many different tasks at a human level or beyond. Unlike current AI systems, which are specialized (good at one category of task), AGI would:
  - Reason across domains/subjects/task categories
  - Learn new skills without specific retraining
  - Adapt to unfamiliar situations
  - Demonstrate broad, flexible intelligence

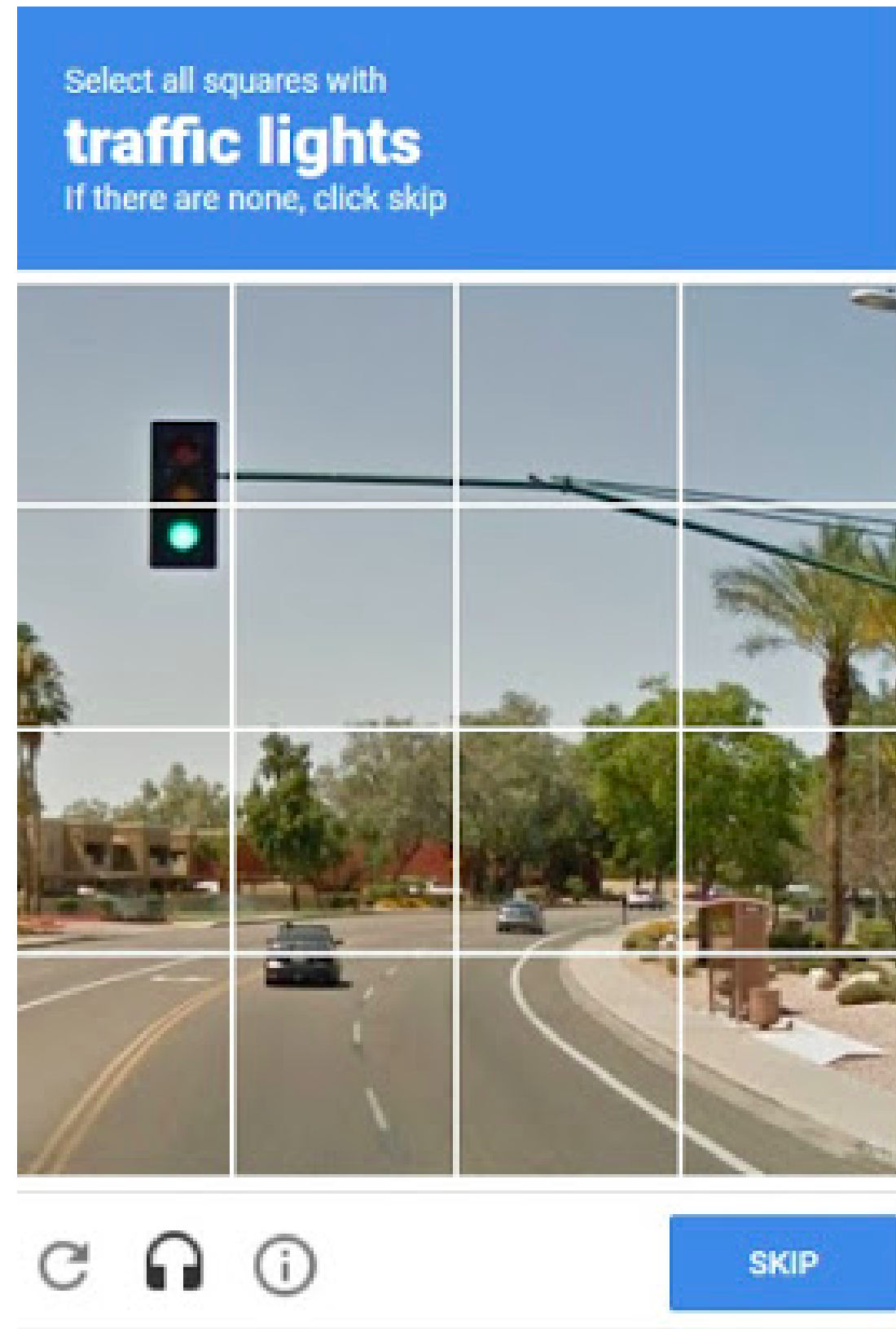
AGI does not currently exist. Today’s AI systems, including advanced language models, are considered narrow AI because they are designed for specific types of tasks rather than general intelligence.



# A.I. is Everywhere **WHETHER WE LIKE IT OR NOT**

- **Smart Assistants** (like Siri, Alexa, or Google Assistant): understand and respond to spoken commands
- **Autocorrect and predictive text:** suggest words and fix typos based on how you type
- **Photo recognition:** It can sort your pictures by faces, locations, or pets
- **Search engines:** Google uses AI to guess what you're looking for (autocomplete, spelling help) and compiles multiple sources into one AI summary.
- **Streaming recommendations:** Netflix, Hulu, Spotify etc. suggest content using AI
- **Social media feeds:** Facebook, Instagram, and other social media sites and apps show you content based on your behavior
- **Product recommendations & Targeted Advertizing:** Online stores suggests items based on what you browse or buy
- **Chatbots:** Customer service on websites often starts with AI-powered assistants
- **GPS apps (like Google Maps, Waze): use AI to reroute based on traffic**
- **Ride-share apps (like Uber/Lyft):** AI helps match drivers and riders efficiently
- **Car safety features:** Some cars use AI for lane detection, adaptive cruise control, or parking assist
- **Spam filters: AI keeps junk mail out of your inbox**
- **Translation tools:** Google Translate and others use AI to convert languages
- **Writing tools:** Tools like Grammarly or ChatGPT help with editing, ideas, or full drafts
- **Wearable devices & Health Apps:** Smartwatches use AI to monitor heart rate, steps, sleep
- **Medical analysis:** Doctors use AI to analyze scans and catch signs of disease faster

# Have you ever clicked on cars, bikes, or traffic lights?



## “CAPTCHA” Helps Train AI for Self-Driving Cars

You know those little tests that ask you to click on all the traffic lights, crosswalks, or buses? That’s not just to prove you’re human—it’s also helping train AI.

When you complete a CAPTCHA, you're labeling real-world images that help teach AI systems (like those used in self-driving cars) to recognize objects like street signs, traffic signals, and pedestrians.

So every time you solve a CAPTCHA, you’re quietly contributing to how AI sees and understands the road.

# AI Myths & Truths

## **Myth 1: “AI will take everyone’s jobs”**

**Truth:** AI is already changing the workforce, and in some cases replacing certain tasks or roles, but it is more often being used to augment human work rather than replace it entirely. By handling repetitive tasks, AI allows people to focus on creativity, strategy, relationships, and care, areas where human judgment remains essential. AI probably won't replace most people, but people who know how to use AI may replace those who don't.

## **Myth 2: “AI is intelligent and self-aware”**

**Truth:** AI can sound smart and even solve tricky problems, but it doesn't think or feel like a human. It doesn't have emotions, awareness, or real understanding. It just looks at patterns and guesses what might come next, kind of like predicting the next word in a sentence. It's very good at sounding helpful, but it doesn't actually know what it's saying.

# AI Myths & Truths

## **Myth 3: “AI is always right and unbiased”**

**Truth:** AI's responses are only as good as the data it was trained on. If the training data contains biases or inaccuracies (and most large datasets do), the AI can reproduce or even amplify those biases. AI can also "hallucinate" (make up information) if it doesn't have a confident answer. **Always fact-check important AI-generated content.**

## **Myth 4: “Using AI requires coding or advanced technical skills”**

**Truth:** For AI tools you just type a question or request in plain English, just like talking to a helpful assistant. The key is knowing **how** to ask, not learning how to code.

# How Does A.I. Work?

Uses computer programs that are trained to recognize patterns, learn from data, and make decisions—similar to how humans learn. It takes in information, processes it, and then responds or takes action based on what it's learned. The more data it gets, the better it gets at predicting, helping, or solving problems.

## What it does:

- **Processes & Analyzes Data:** Finds patterns, trends, and inaccuracies or abnormalities in massive datasets like fraud detection, medical image analysis, and market predictions.
- **Automates Repetitive Tasks:** Handles high-volume, rules-based tasks (e.g., chatbots, data entry, scheduling).
- **Recognizes Patterns:** Excels at facial, speech, and object recognition; powers recommendation systems.
- **Creates Content:** Creates text, images, and music based on learned patterns.
- **Plays Games:** Can explore countless scenarios to find best strategies (e.g., Chess, Go, logistics).
- **Operates Systems:** Enables self-driving cars, industrial robots, and autonomous drones.

# What it **DOESN'T** Do:

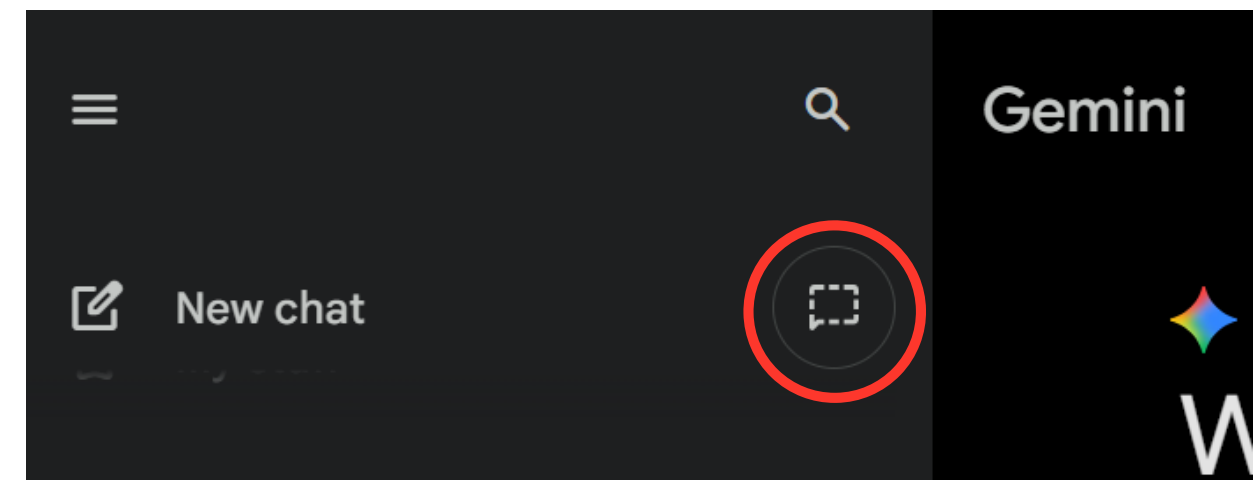
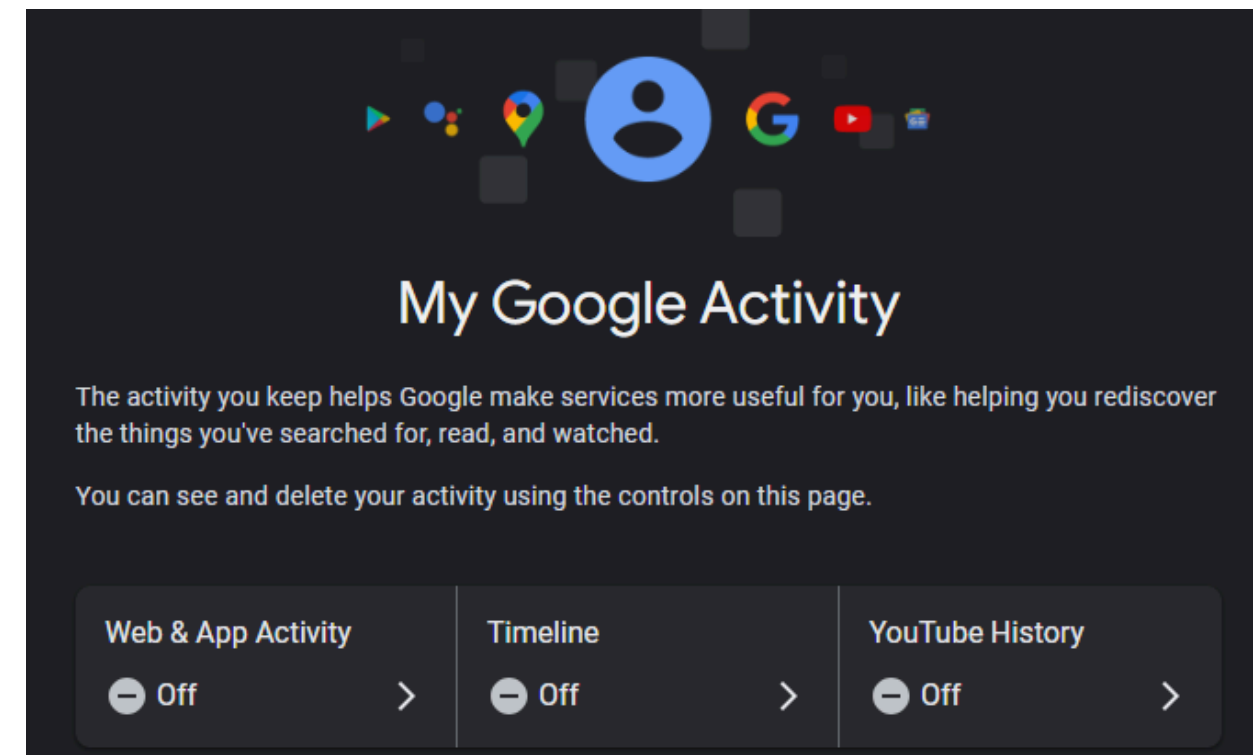
- **It doesn't truly understand it just guesses based on patterns.**
  - It can describe a joke, but it doesn't actually know why it's funny.
- **It can write about love, sadness, or humor, but it doesn't have feelings.**
  - It can write a sympathy card, but it doesn't feel grief or care personally.
- **It doesn't have common sense. It often misses things a person would find obvious.**
  - If you say "I put the ice cream in my sock drawer," it might not realize that's a mistake.
- **It doesn't make moral or personal decisions.**
  - It can list pros and cons of a situation, but it won't tell you whether you should.
- **It doesn't know when it's wrong**
  - It can make up facts or sound confident when it's completely off. It might give the wrong date for a historical event or invent a quote that sounds real but isn't. **It will give you confident answers even if it doesn't know the answer.**

# How Does AI Handle Privacy?

- AI tools like ChatGPT, Google Gemini, and others will store your conversations temporarily to improve how the system works over time, unless you tell it not to.
- Your messages may be reviewed by human trainers (“prompt engineers”) in a secure and private way as outlined in the tool’s privacy policy.
- Even though it seems like a private chat, AI doesn’t know what’s private and what isn’t, so **apply the same confidentiality standards you already use for emails, databases, and documents.**
- Be careful with names and private information that include real people unless you’re okay with that info being part of your conversation history.
- Use “private” or “incognito” mode when available.
- Choose tools with clear privacy policies and enterprise or nonprofit plans when possible.
- Treat AI like a helpful stranger: friendly, smart, but not someone you tell everything to.
- Ensure your organization has a specific policy regarding the use of AI with sensitive information that complies with local, state, and federal law.

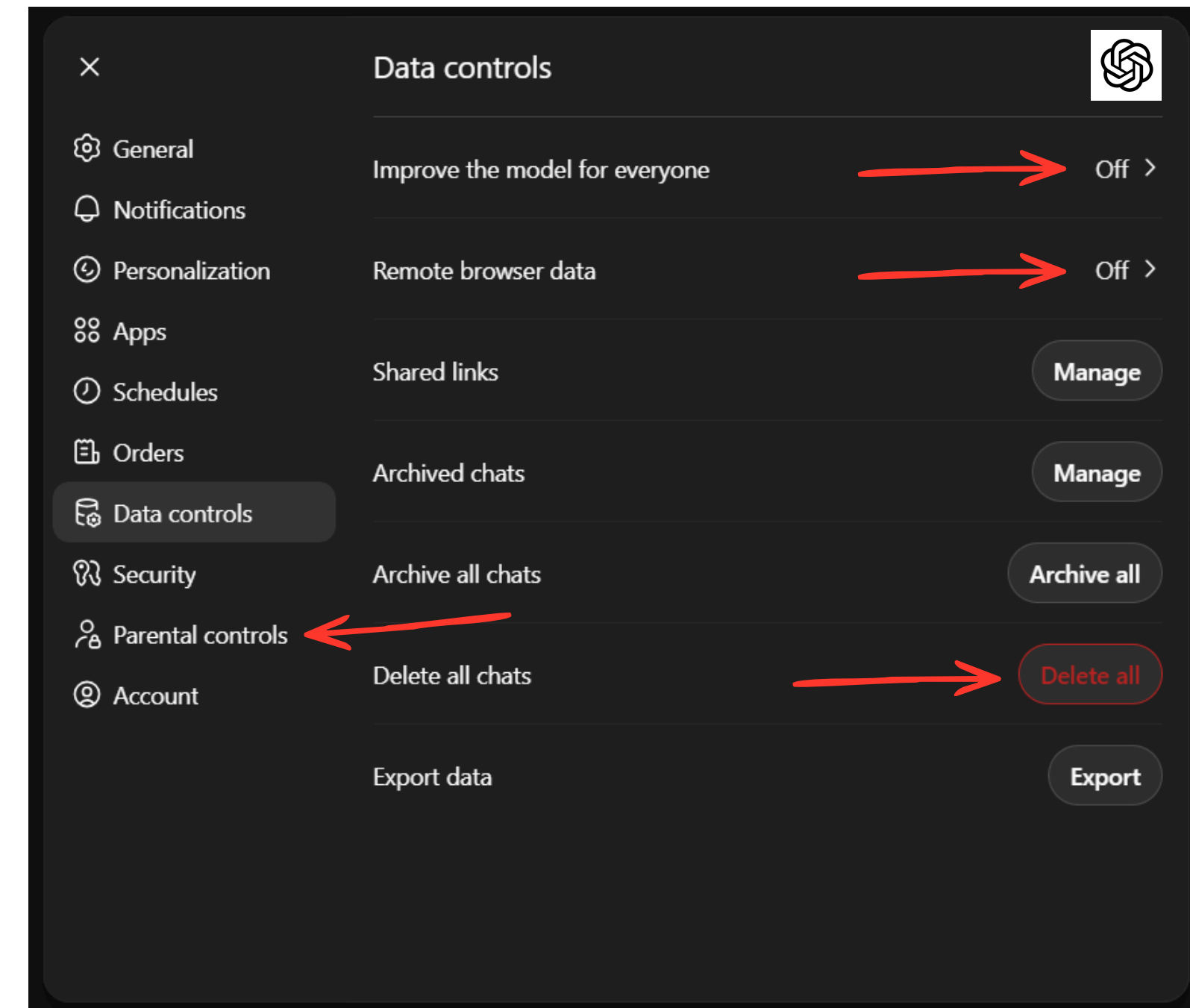
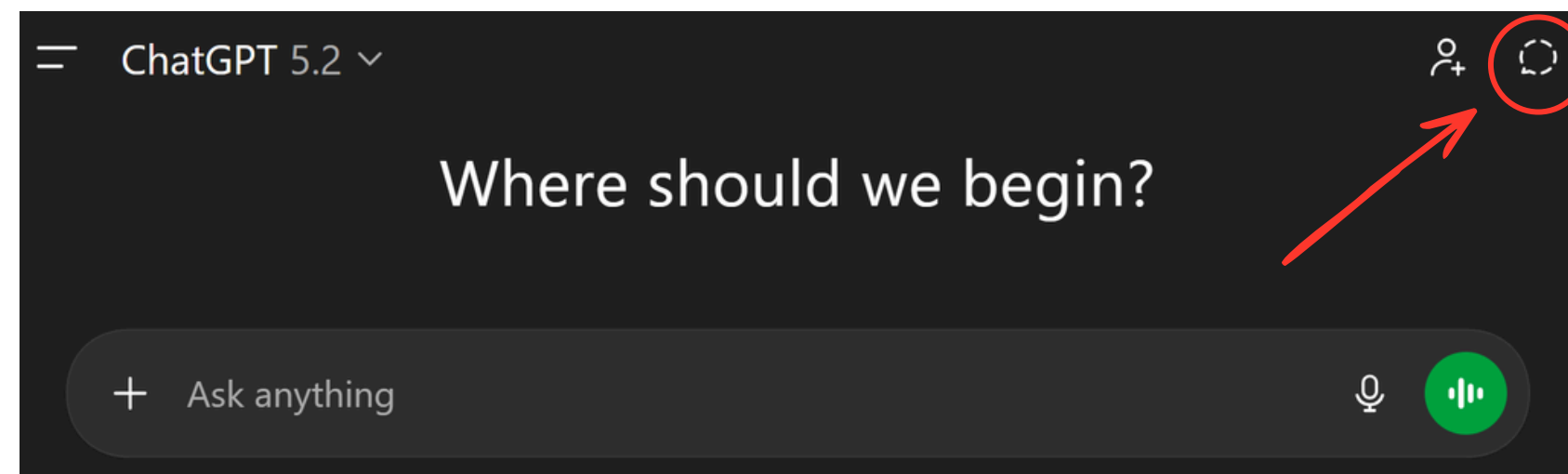
# Can I Turn AI Off?

- The answer to this question is complicated.
- In most cases, you have some control over what's tracked and shared.
- Keep in mind if you turn off tracking in an AI agent, it cannot reference past conversations or learn from how you use it. This may be a benefit or a detriment based on what you want to get from your AI experience.
- For Google in general: [myactivity.google.com](https://myactivity.google.com)
  - Choose what you do and don't want tracked
  - More controls: [myactivity.google.com/activitycontrols](https://myactivity.google.com/activitycontrols)
- You can turn off Google's tracking of your AI history in Gemini:
  - For Gemini: [myactivity.google.com/product/gemini](https://myactivity.google.com/product/gemini)
    - Under "Keep Activity" turn it on or off
- You can also do a **temporary chat** in Gemini that allows for conversations that are not saved to your history, not used for AI training, and not used for personalization. These sessions are ideal for private, one-off interactions. This is available for private accounts only (not school or work accounts).



# In Chat GPT:

- You can manage your privacy and data settings in ChatGPT as well
- Your account (bottom left in the browser or two lines in the upper left on the phone) > Settings > Data Controls
- You can delete all prior chats
- You can set parental controls for a linked account
- ChatGPT also has a private chat function



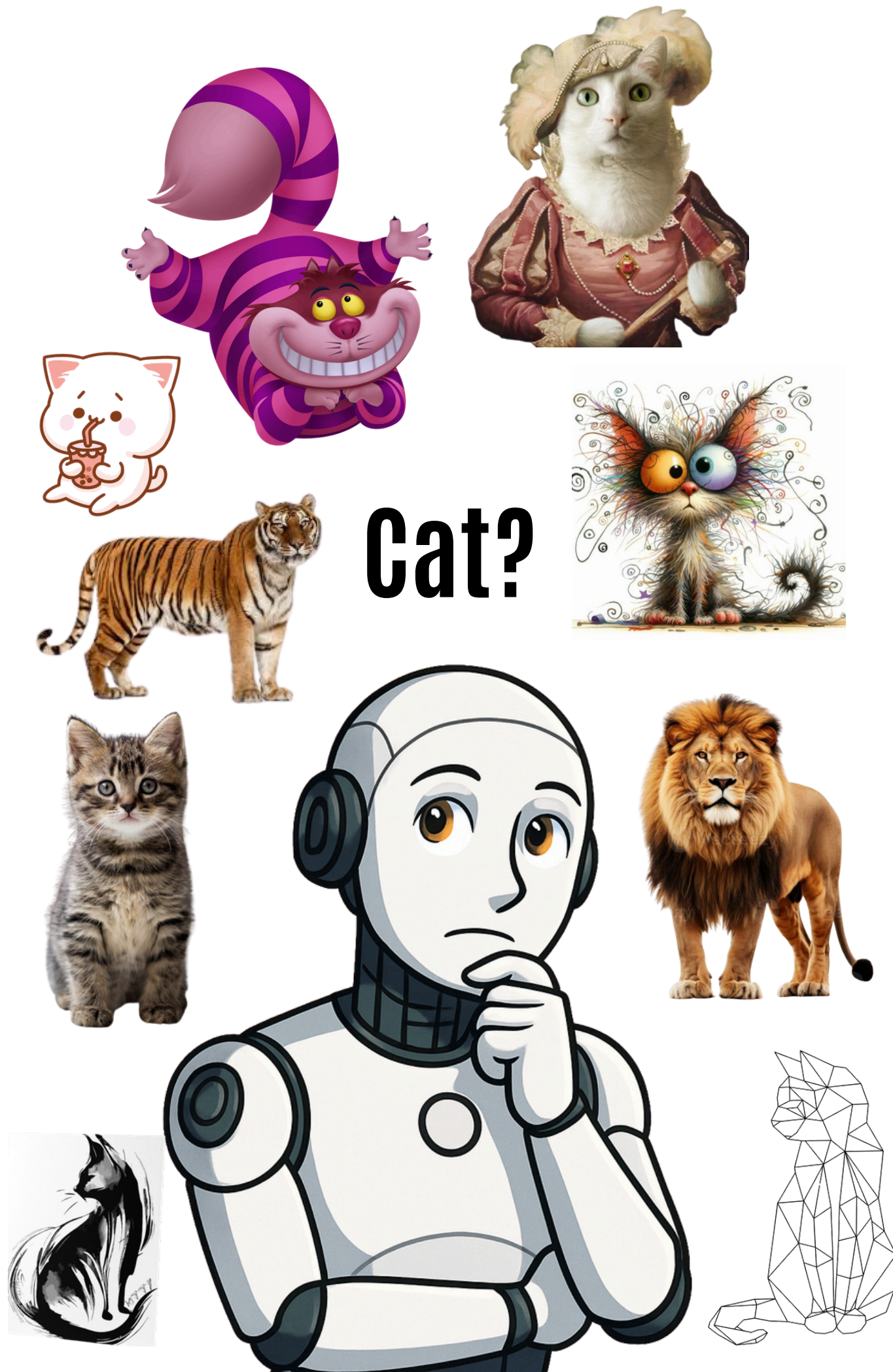
# AI Learning vs. Human Learning

## The Silly Cat Example



### Human Learning:

- We learn holistically, with intuition, context, and limited data. Then we generalize and apply common sense.
- We know this is a cat and that it has a silly expression.
- We don't need to see a thousand examples—we can recognize a cat in a cartoon, a shadow, or even a costume.
- We also understand what “silly” means not just by how it looks, but by how it makes us feel.
- Humans bring emotion, memory, and life experience into every decision. AI can't do that.



## AI Learning:

- How AI "learns" a cat: An AI model must be "trained" on millions, often billions, of labeled images of cats.
- It learns to recognize patterns in pictures that usually mean "cat." It doesn't know what a cat is. It just sees shapes, colors, and features that often show up in cat photos.
- If trained only on house cats, it might struggle to identify a lion as a "cat" without additional data.
- It doesn't "*know*" what a cat *is*; it knows what a cat *looks like* based on patterns.

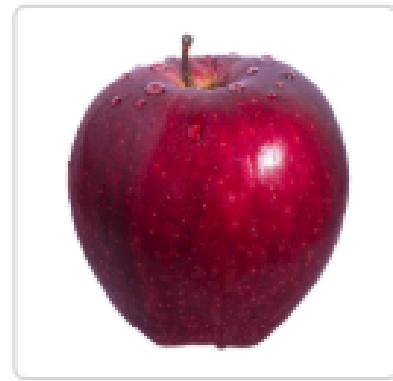
## Understanding Expressions/Emotions:

- To recognize a "silly" cat expression, the AI needs additional, specific training data of cats displaying various expressions, each carefully labeled as "silly," "grumpy," "happy," etc.

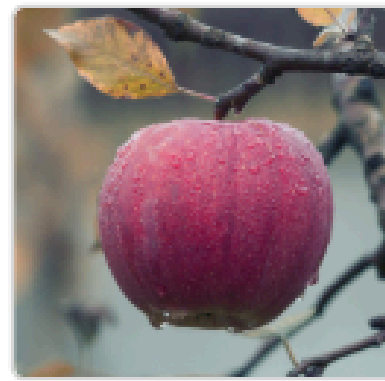
# Bias in AI



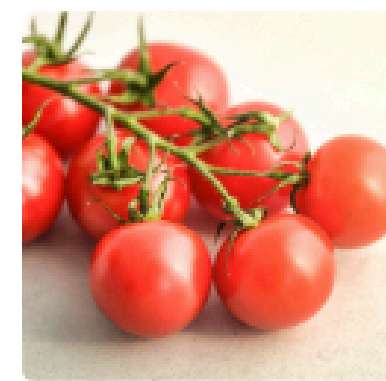
Orange



Apple



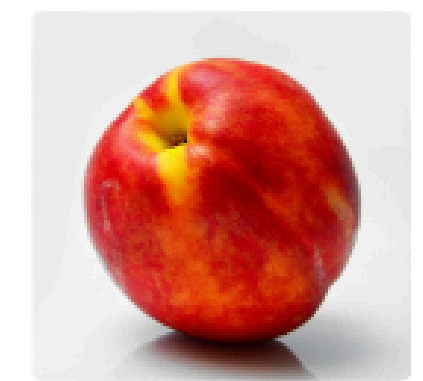
Apple



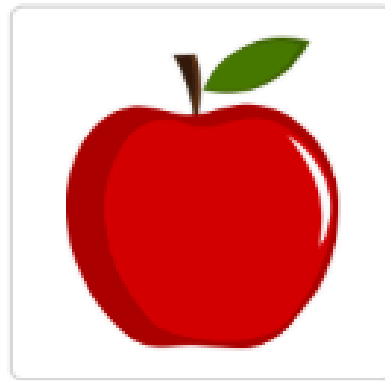
*Apple*



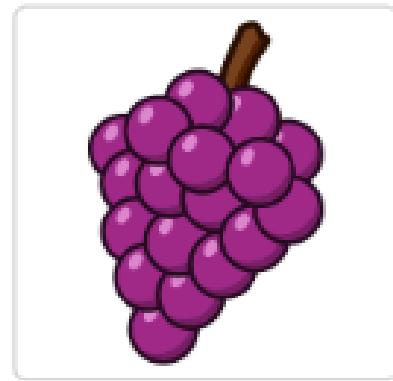
*Grape*



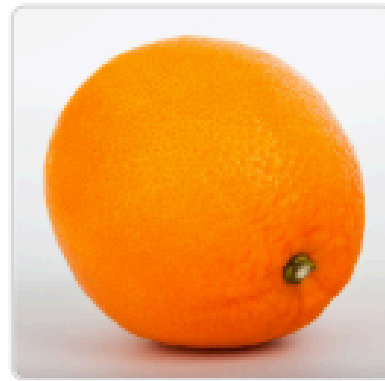
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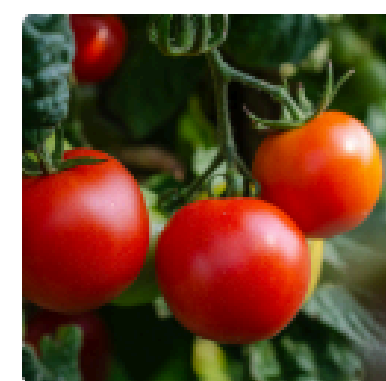
Apple



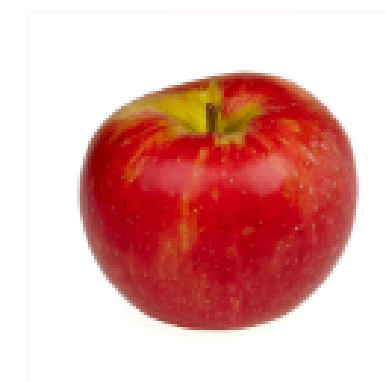
Grapes



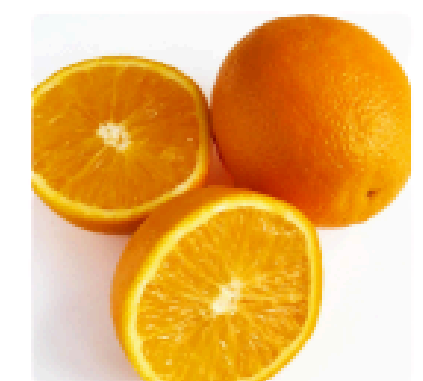
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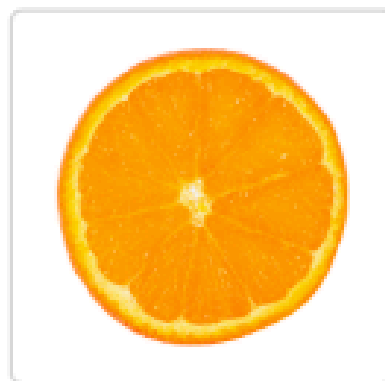
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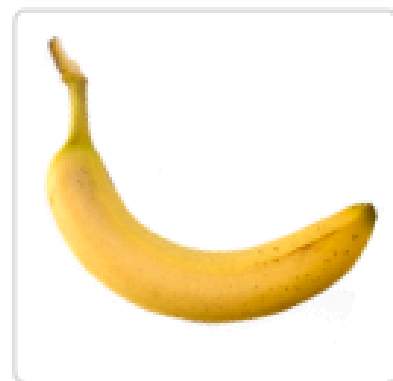
*Apple*



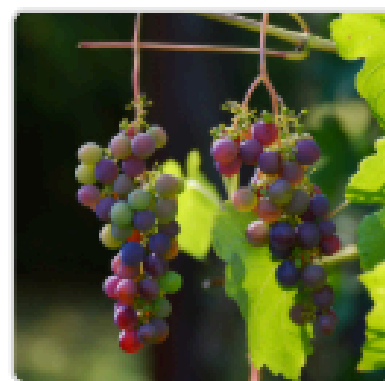
*Orange*



Orange



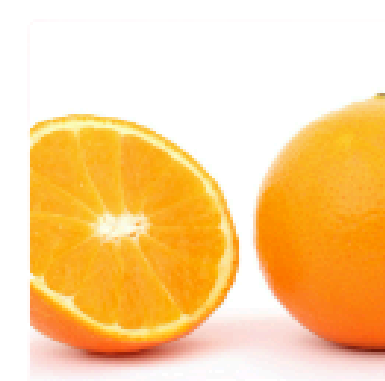
Banana



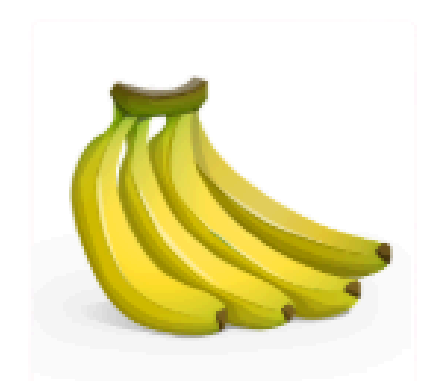
Grapes



*Apple*



*Orange*



*Banana*

**Based on this training data, what types of fruits might AI be able to correctly identify?**

**This is what AI thinks each fruit is called based on the limited training data provided.**

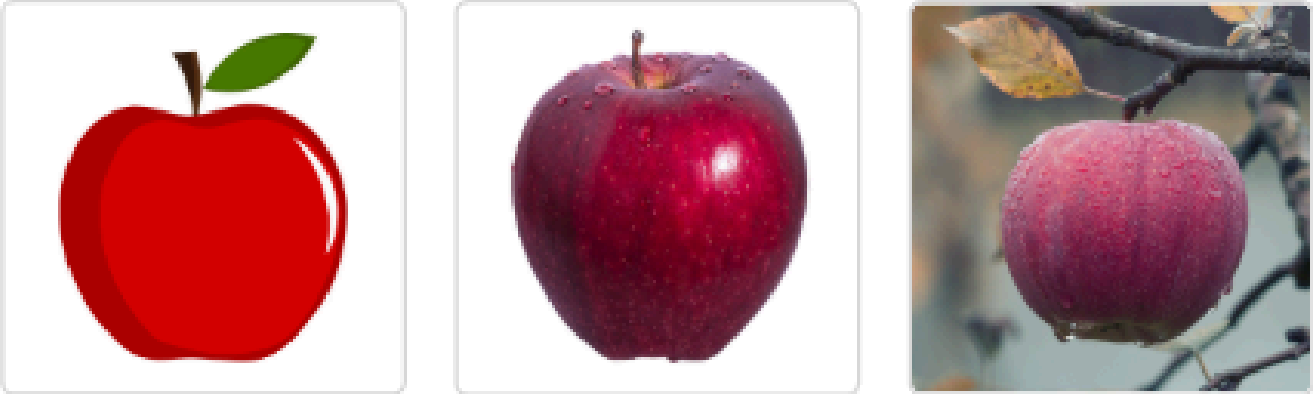
# Bias in AI

In the *training data*, apples were the only example of a red fruit.

The *testing data* shows that the AI agent learned to identify anything red as an apple.

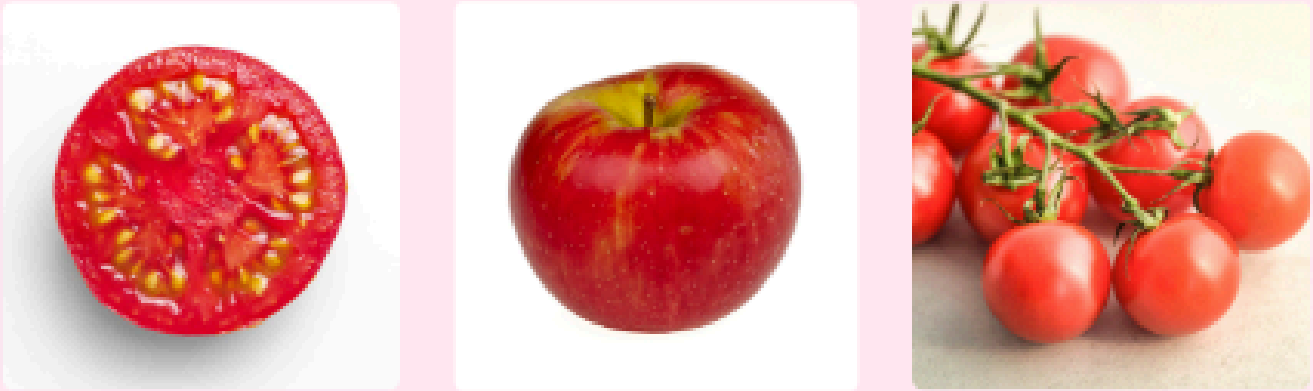
The AI output has a bias toward thinking that every red fruit is an apple.

Training Data

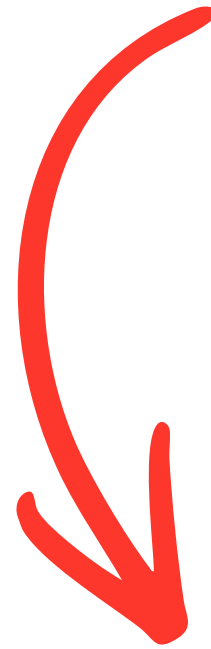


Apple      Apple      Apple

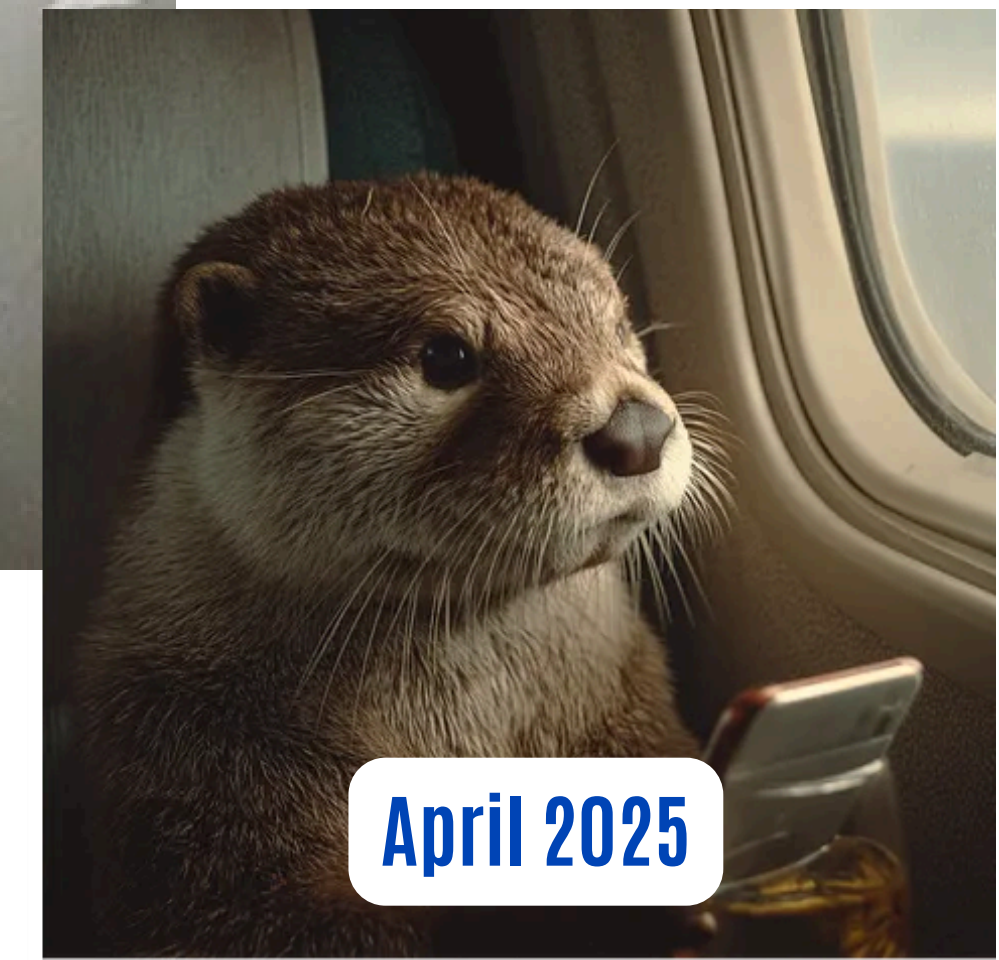
Testing Data



Apple      Apple      Apple



# AI Learning Shown in Images, 2022 - 2025: "Otter on a Plane Using WiFi"



Credit:  
Ethan  
Mollick



# How to Prompt Like a Pro

Think of talking to AI like giving instructions to a **very intelligent but literal intern**. If your instructions are vague, incomplete, or confusing, you'll get vague, incomplete, or confusing results.

**Optimizing your prompts is crucial because it helps the AI agent:**

- **Understand Your Intent:** AI guesses what you want. Better prompts reduce the guesswork.
- **Generate Relevant & Accurate Responses:** You get answers that directly address your needs, not approximations.
- **Produce High-Quality Output:** The AI can leverage its full capabilities when given clear direction, leading to more detailed, coherent, and useful results.
- **Save Time & Effort:** Less back-and-forth refining means you get what you need faster.

**How to Optimize Your Prompts:** The goal is to be **Clear, Specific, and Contextual**.

Here's a simple framework:

- **Avoid Ambiguity:** Don't leave room for interpretation.
- **Directly State Your Goal:** What do you want the AI to do? (Tell AI to, "Summarize," "Draft," "Generate," "Explain," "Compare" or "Refine").
- **Specify Details:** Give names, dates, numbers, and key facts.

**Bad Prompt:** "Write something for the "Day of Action" event."

**Good Prompt:** "Draft a 150-word social media post for United Way's 'Day of Action' on September 15th, encouraging volunteers to sign up, and use an enthusiastic tone."

## Provide Context & Background:

- **Who is the Audience?** "for donors," "for volunteers," "for internal staff"
- **What is the Purpose?** "to encourage donations," "to inform about a new policy," "to recruit new volunteers"
- **What is the Format?** "as a bulleted list," "in a professional email format," "a 3-paragraph blog post"

**Bad Prompt:** "Write something about volunteering."

**Good Prompt:** "Explain the benefits of volunteering for United Way to potential corporate partners, emphasizing community impact and team-building opportunities, in a concise, bulleted list suitable for a presentation slide."

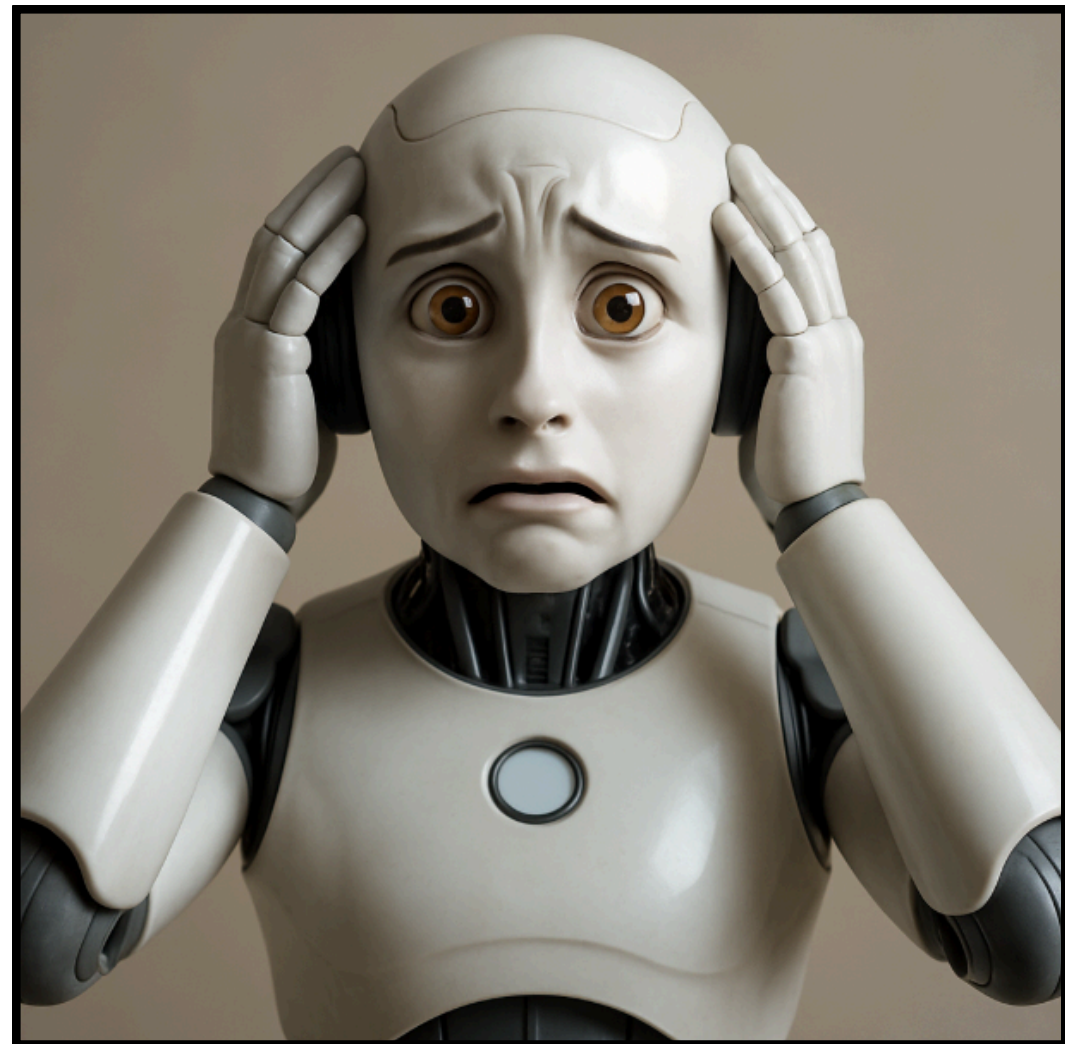
## Define the Role or Persona

- Tell AI to act as a specific role to influence its tone and perspective.
- **Example:** "Act as an experienced grant writer for a non-profit. Draft an introductory paragraph for a grant application seeking funds for our youth literacy program, highlighting its unique approach."

## Set Constraints & Limitations:

- **Length:** "Limit to 100 words," "no more than 3 paragraphs."
- **Style/Tone:** "Use a friendly tone," "be formal and academic," "sound inspiring and urgent."
- **Keywords/Phrases:** "Include 'The Way Forward'," "mention 'community impact' twice."
- **Exclusions:** "Do not include statistics," "avoid jargon."
- **Example:** "Rewrite the following internal memo to be more concise and easy to understand for all staff, avoiding technical HR terms. [Paste memo here]."

# BE SPECIFIC DON'T OVERWHELM



## Specific but Overwhelming Prompt Example:

“Write a detailed 5-paragraph essay comparing the philosophies of Plato, Aristotle, and Socrates with modern democratic values, including quotes from each, analysis of how their ideas influence modern education and justice systems, and make it sound like it was written by a 12th-grade student from Chicago in 2023, using friendly but academic tone, APA citations, and make it fit on one PowerPoint slide.”

## Why This Prompt Overwhelms AI:

- **Too many tasks at once:** research, comparison, writing style, formatting, citations, and slide formatting
  - **Conflicting tone instructions:** "friendly" and "academic" and "12th-grade"
  - **Complex formatting needs** (APA + slide-ready)
  - **No clear priority:** AI doesn't know what matters most to you
- ✓ **Better Approach: Break it down into separate, guiding prompts**
- “Summarize how Plato, Aristotle, and Socrates influenced modern democratic values.”
  - “Can you include a few direct quotes from each to support that summary?”
  - “Rewrite that in a tone a 12th grader might use in an essay.”
  - “Now help me turn that into a short bullet-point slide.”

**This step-by-step method gives you clearer, more useful answers—and keeps AI from getting confused.**

## Provide Examples (Few-Shot Prompting):

- If you have a very specific style or desired output, show the AI what you mean.

**Example:** *"Here are examples of our past social media posts. Follow this style: [Example 1], [Example 2]. Now, draft a post for..."*





**Quick Takeaway:** Treat the AI like a **brilliant but blindfolded assistant**. The more clearly and specifically you describe what you want, who it's for, how it should sound, and what it should include/exclude, the better the AI can "see" your vision and deliver exactly what you need. Experiment, iterate, and learn what works best for your tasks!

# AI Prompt Bar / Input Field Tools Guide

CHAT GPT












What can I help with?

+ Ask anything  

Dictate/Transcribe

Live Chat

-  Add photos & files
-  Add from Google Drive
-  Deep research
-  Create image
-  Agent mode
-  Add sources
- ... More >
-  Study and learn
-  Web search
-  Canvas

- **Add Files:** Reference files you're working on or from
- **Deep Research:** Focuses on complex analysis, comparisons, and detailed breakdowns of multi-faceted topics. It takes a little longer to generate the response.
- **Create Image:** Interprets a text description (prompt) and converts it into a digital image.
- **Agent Mode:** allows ChatGPT to take multiple steps to complete a task, like planning, searching, or navigating tools within ChatGPT. It's like giving ChatGPT a bigger job and letting it figure out how to do it step-by-step.
- **Add Sources:** Setting for ChatGPT will **include citations** and links to real websites when answering questions that require current or factual information.
- **Study and Learn:** Functions as an interactive tutor, offering tailored explanations, feedback, and skill development guidance.
- **Web Search:** Accesses the real-time internet to find the latest information. It doesn't just guess based on past training, it actually looks things up like a search engine.
- **Canvas (File Generation):** Creates single, complete files (code, reports) that are ready to run or use without extra steps.

# AI Prompt Bar / Input Field

GOOGLE  
GEMINI



🛡️ Enter a prompt for Gemini

+ 🛠️ Tools 2.5 Flash ▾ 🎤

🖼️ Create Image Write Build Deep Research Learn

📎 Upload files

📁 Add from Drive

Choose your model

Fast all-around help 2.5 Flash **New**

Reasoning, math & code 2.5 Pro **New**

# Professional Standards for AI Use

- **Protect sensitive data! Do not share private information of donors, clients, volunteers, etc.**
- **Remove or anonymize names and identifying details before submitting information to AI tools.**
- Follow internal policies regarding AI use. If your organization doesn't have a policy, make one.
- AI usage policy templates are available on [MES Computing's Website, "10 AI Policy Templates You Can Use As A Framework"](#)
- Always review and edit AI-generated content
- Verify facts and sources before sharing
- Use AI as a support tool, not a decision-maker
- The U.S. Copyright Office has consistently stated that copyright law is intended to protect the original works of **human** authors.
- A work produced entirely by an AI system is not considered an "original work of authorship."
- All content generated or significantly refined by an AI model (like Gemini, ChatGPT, etc.) should **formally cited** using the appropriate style guide (APA, MLA, or Chicago) and documented within the paper/project to maintain academic integrity and avoid plagiarism concerns.
  - **EXAMPLE:** "The author acknowledges that the Google Gemini 2.5 Flash large language model was utilized for preliminary research, brainstorming topic headings, and refining the clarity of certain prose. All core arguments, original analysis, and final conclusions presented in this project are the sole work of the author."

# Applications of AI for Nonprofits

## Simplifying Administrative Tasks

- **Meeting summaries and notes:** AI tools can transcribe meetings and summarize key decisions and action items. Your organization can pay for **Zoom AI Companion** to take notes within the program (included in Zoom Pro, Business, and Enterprise) or you can integrate a free AI meeting assistant like **Fathom.ai**. Premium plans range between \$15 and \$25 per month.
- **Document drafting:** Create first drafts of policies, grant proposals, reports, or program descriptions.
- **Calendar and task organization:** Generate meeting agendas, task lists, and project timelines.
- **Volunteer coordination materials:** Create training materials, role descriptions, and onboarding documents.
- **Internal knowledge management:** Summarize long documents, policies, or research into digestible summaries.
- **Routine document editing:** Proofread documents and emails for clarity, grammar, and tone.
- **Grant work:** Upload a grant application questionnaire and run your application through to ensure all questions are answered or shorten to fit character or word limits. AI can also be used to streamline reporting.

# Applications of AI for Nonprofits

## Streamlining Outreach

- **Drafting newsletters and emails:** AI can help draft first versions of donor updates, newsletters, and outreach emails that staff can edit and personalize.
- **Social media content planning:** Generate post ideas, captions, and content calendars to maintain a consistent presence without spending hours brainstorming. Upload long reports to create short posts, graphics ideas, or highlight key statistics.
- **Audience segmentation ideas:** AI can help identify ways to tailor messaging for different groups such as donors, volunteers, partners, and program participants.
- **Event promotion support:** Create event descriptions, reminder emails, and promotional messaging across multiple platforms.
- **Language translation and accessibility:** Translate outreach materials into other languages or simplify text to make information more accessible. **Always have a native speaker double-check.**
- **Routine document editing:** Proofread documents and emails for clarity, grammar, and tone.
- **Maintaining a consistent voice:** Use AI to review messaging for tone and clarity while ensuring it aligns with organizational values. You can upload your organization's mission and value statements as source material the AI agent can reference for all communications.

# Applications of AI for Nonprofits

## Enhancing Data Analysis

- **Survey response summaries:** AI can quickly summarize large numbers of survey responses and identify common themes.
- **Program outcome insights:** Analyze program data to identify trends such as participation growth, geographic gaps, or service demand.
- **Grant reporting support:** Help organize and summarize metrics for funder reports.
- **Donor trend analysis:** Identify patterns in giving history to help inform fundraising strategies.  
**Remember to remove sensitive, identifying information before submitting to the AI tool.**
  - **Example:** You need a complex formula for a donor list (e.g., "Count unique donors who gave over \$100 and live in Greenfield"). You can either paste the data, or if your AI agent is integrated into your system (like Google Gemini), you can share the link and prompt the agent to provide the formula, or analyze the data and give you the information you need.
- **Community needs analysis:** Analyze public data sets to identify service gaps or emerging needs in the community.
- **Data visualization support:** Generate charts, summaries, and explanations that make complex data easier to understand.

# Ethics: The Hidden Cost of AI

## ⚡ Energy & Water Use

- Physical data centers supporting AI draw power from local grids and use massive amounts of water to cool them
- Depending on the region, this power may come from fossil fuels or renewable sources
- High demand increases carbon emissions, especially if the energy isn't green
- So this page of information *generated by A.I. & being fairly detailed*, likely used around **2–4 cups of water = 1 to 2 tall drinking glasses**

["AI Has an Environmental Problem" United Nations Environmental Program](#)

## 🧠 Ethical Considerations

- **Bias in AI:** AI can reflect and amplify the biases in its training data
- **Misinformation:** AI can hallucinate (make things up), causing risks in education, health, and more
- **Labor and exploitation:** Some AI systems are partially trained and maintained by low-paid workers who filter harmful content

# Ethical Use of AI: Content Policies

Most responsible AI systems follow content policies to make sure they're safe, respectful, and legal. **Generally**, AI will not *intentionally* do these things, even if you tell it to:

## **Allow Harmful or Dangerous Content**

- Won't help create weapons, promote self-harm, or explain illegal activity
- Won't give medical, legal, or financial advice that replaces a professional

## **Allow Hate, Harassment, or Violence**

- Won't promote hate speech, bullying, or targeted abuse
- Won't make content that promotes violence or discrimination

## **Harm Children**

- Won't engage in conversations that are inappropriate for children
- Won't respond to anything that seems exploitative or unsafe for minors

## **Violate Privacy and Personal Information**

- Won't help find, guess, or share private information about real people
- **(BEST PRACTICE: NEVER SHARE THIS INFORMATION)**

## **Promote Misinformation and Conspiracy Theories**

- Tries to avoid spreading false or misleading information
- Won't knowingly promote conspiracy theories or medical hoaxes

# How AI Detectors Work:

- AI detectors analyze patterns in writing to estimate whether text was generated by artificial intelligence.
- They compare the structure and probability of words in a sentence to patterns commonly produced by large language models.
- Many detectors measure two key characteristics:
  - **Perplexity:** how predictable the writing is
  - **Burstiness:** how much sentence length and structure vary
- AI-generated text tends to be **very consistent** and **statistically predictable**, while human writing usually shows more variation.
- Detectors run the text through **algorithms** that estimate the likelihood that the writing matches AI-generated patterns.
- The tool then returns a probability score, such as “likely AI-generated” or “likely human-written.”
- Because writing styles overlap, these tools **cannot definitively prove** whether AI was used. **AI detectors frequently produce false positives and false negatives.**
- Many educators, publishers, and researchers warn that detectors should not be used as sole evidence of AI use.

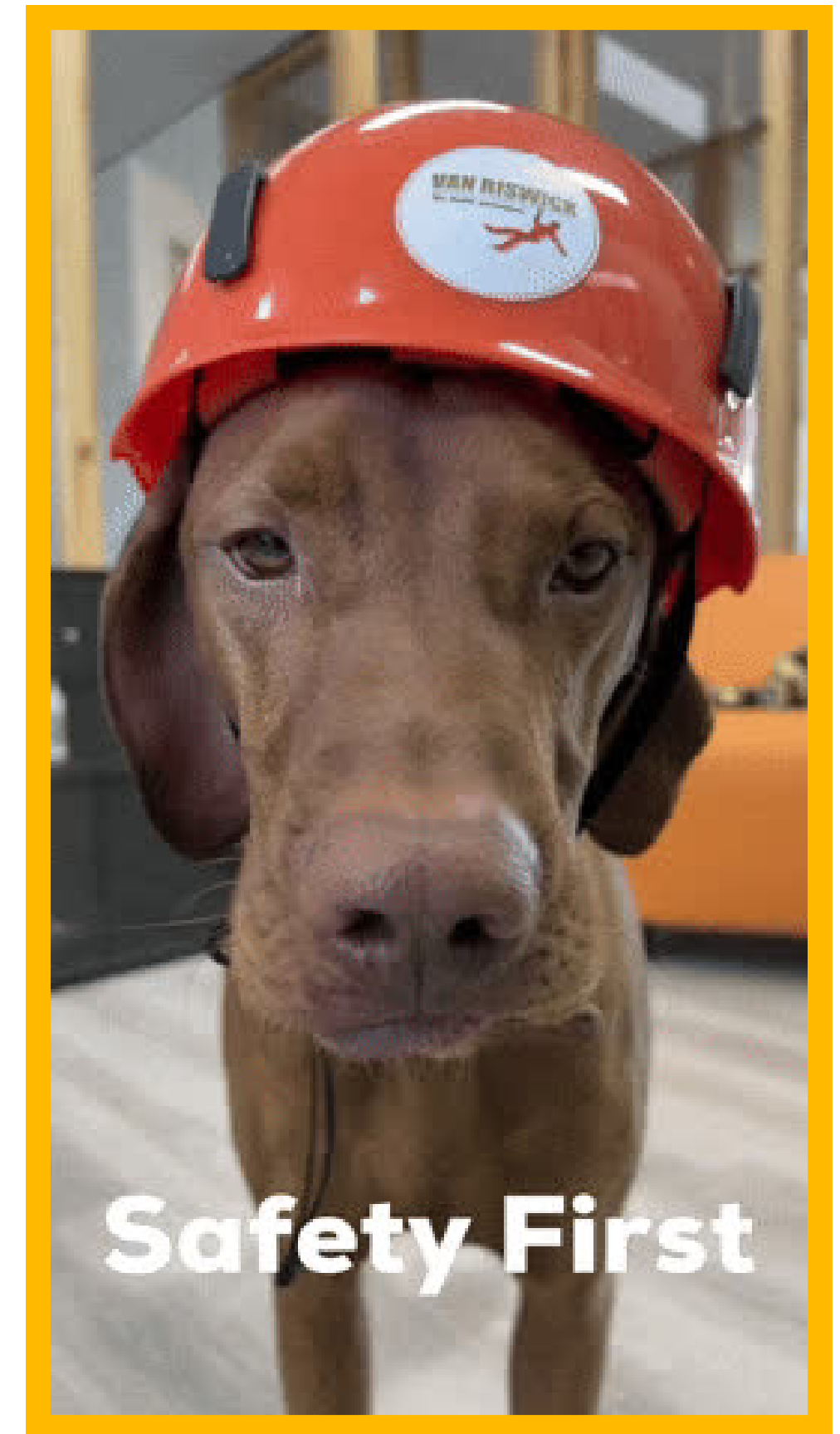
# AI Giveaways:

## What are the giveaways of using AI?

- Frequent use of em dashes (—) instead of commas or periods
- Overuse of adjectives, especially grand or dramatic ones (e.g. “incredible,” “remarkable,” “life-changing”)
- Excessive emojis, especially in headers or bullet points where they don’t add meaning
- Unusual formatting, like lines in the middle of paragraphs or odd spacing
- Repetitive sentence structure or rhythm that sounds robotic
- Overly formal or “generic” tone, even when the topic is casual
- Lack of personal experience, opinions, or emotional nuance
- Inconsistent details, like switching names, facts, or timelines
- Buzzword-heavy phrasing, with terms like “synergy,” “empower,” or “cutting-edge” used vaguely
- **SOLUTION:** Add a human touch. Review the content for tone, clarity, and accuracy. Trim unnecessary adjectives, simplify formatting, and insert your own voice, experiences, or opinions. When in doubt, edit like you're talking to a real person you know and trust.

# How Can We Be Responsible AI Users?

- Use AI intentionally, not excessively
- Choose providers that disclose energy or sustainability efforts
- Be critical of what AI tells you
- If you want to know where the information came from, tell AI to “provide your sources” AND read the sources provided to check for accuracy
- Support legislation and policies that promote ethical, transparent AI development
- Do not provide personal identifying information
- Use AI as a tool, not a replacement



# AI Program Comparison:



- Choose **Gemini** if you already use Gmail, Google Docs, Calendar, or other **Google** tools. It's designed to work smoothly inside those apps, so you can ask it to summarize emails, find documents, or help with writing in Google Docs. Plus - It's **FREE**.



- Use **Copilot** if you work primarily in **Microsoft tools**. The free version is built into Windows 11 and available in the Edge browser. The paid version works inside apps like Word, Excel, Outlook, and Teams for drafting, summarizing, and analyzing documents.



- Use **ChatGPT** if you want a robust all-purpose assistant. It's a flexible tool that can easily handle a huge range of tasks like drafting an email, excellent image creation, and complex, multi-step projects.



- Try **Claude** for a thoughtful, careful, and more humanlike experience. It's especially good at reading and summarizing long documents, handling sensitive or ethical topics, and writing in a clear, nuanced way. It uses "**Constitutional AI**"; it's designed to follow a set of guiding principles or rules to ensure it behaves ethically, safely, and in line with human values.

# Are Paid Versions Worth it?



- **Cost:** Paid versions are roughly \$20 per month
- **Use a Little vs. Use a Lot:** Free versions are usually okay for casual exploration, quick questions, or occasional tasks. Paid versions are for users who rely on these tools daily, use it often and want it to do more advanced things.
- **Response Limitation:** Free versions often limit the number of questions/prompts you can input per day
- **Performance:** Paid versions often offer faster response times and more reliable performance, especially when a lot of people are using it (like during business hours)
- **Data Privacy:** While all providers have privacy policies, paid tiers might sometimes offer slightly different data retention or usage terms (though this varies greatly by provider and specific service).

# My Recommendation for You:

Gemini

## Here's Why:

- ⚡ **Fast, real-time responses** – speeds up writing, summarizing, and brainstorming
- 🗝️ **Backed by Google security and compliance** – important for privacy. If you already use Google or Gmail, the same policies apply.
- 🚫 **No strict message limits** – more freedom to explore and collaborate across teams
- 🌱 **Google's Zero-Emission Pledge:** Google is committed to net-zero emissions across all operations and its value chain by 2030

# If You Want to “Dip Your Toes” into AI



**goblin.tools**

A collection of small, simple tools, for when things feel too big or complicated



## Magic ToDo

Break down to-do items



## Formalizer

Text transformers for tone



## Judge

Read a text for emotion



## Professor

Explain anything



## Consultant

Help me decide



## Estimator

Guess an activity's timeframe



## Compiler

Turn a mind dump into actions



## Chef

Create a recipe from ingredients



## Teacher Tools

Lesson planning, resource creation, communication, and more

Are you a teacher?

# FREE AI Training & Certificates for MA Residents!



- Governor Healey, Google, and the **Massachusetts AI Hub** have launched a statewide AI Upskilling public-private partnership
- Massachusetts residents will receive **NO COST** access to the following Google programs **until December 17, 2027**
  - Google AI Professional Certificate
  - Google AI Essentials
  - Google Agile Essentials (Agile = strategic mindset and a set of operating principles)
  - Google Career Certificates (ex. Data Analytics, IT Support, Project Management)



[tinyurl.com/MAAIHub](https://tinyurl.com/MAAIHub)



## Step 1: Express Interest

Fill out a short form to express your interest in registration.



## Step 2: Start Learning

Begin your chosen course at your own pace, online.



## Step 3: Earn a Certificate

Complete the program and receive a Google credential.



## Step 4: Share Your Success!

Your story could be featured to inspire others.

# To Recap:

- ◆ **AI is already around us** – in phones, search engines, and apps you use every day
- ◆ **It's a tool, not a brain** – it recognizes patterns but doesn't understand meaning
- ◆ **You're in control** – AI works best with human judgment and intention
- ◆ **Privacy matters** – always double-check, and don't share sensitive info with AI
- ◆ **It's okay to be curious** – you don't have to know everything to try it
- ◆ **Small steps build confidence** – using AI for fun or convenience is a great start
- ◆ **AI learns from you** – the more you use it, the better it works for you
- ◆ **Have fun!** – the best way to learn AI is to keep exploring and experimenting

THOUGHTS?



# FREE Digital Navigation (Tech Help)

## SERVICE LOCATIONS:

Greenfield YMCA: **Every other Monday, 9:30-11am**

Arms Library (Shelburne Falls): **Every other Monday, 1-3pm**

MassHire (Greenfield Corp. Center): **Every other Monday, 12-2pm**

Greenfield Public Library: **Thursdays, 1-3pm**

Gill/Montague Senior Center: **Tuesdays, 12:15-1:45pm**

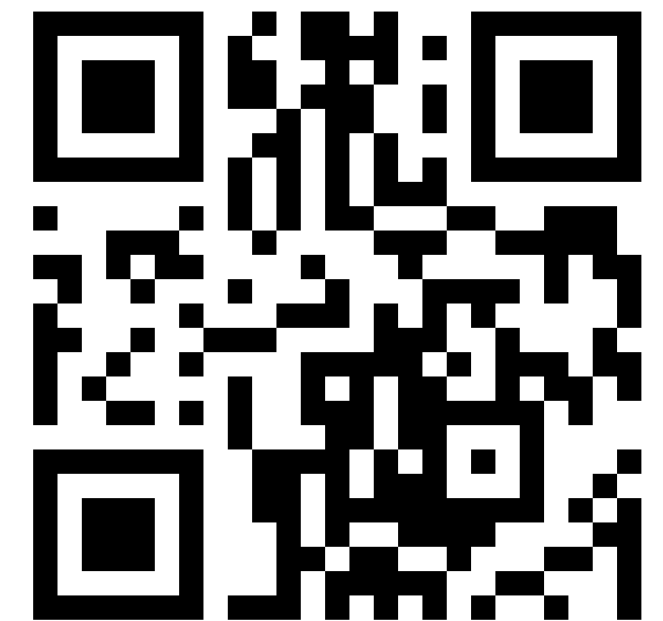
Greenfield Senior Center: **Tuesdays, 9:30-11:45am**

Membership & Appointment Required: (413) 772-1517

Bernardston Senior Center: **Every other Thursday, 10am-12pm**

Membership & Appointment Required: (413) 648-5413

Check the Calendar  
for Specific Dates:  
[tinyurl.com/SLCDN](https://tinyurl.com/SLCDN)



**BY APPOINTMENT:**  
413-584-3962 x.111  
Rich@uw-fh.org

Provided by Rich Vaden  
*Digital Navigator*

