RYACE
TECHNOLOGY SOLUTIONS
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FREE GUIDE

Simple AI rules for your team

Three habits for using AI tools safely at work. Share it with staff and volunteers, post it near your desks, or add it to onboarding.

1 Know what's safe to share, and what never is

USUALLY FINE

- Information that's already public, like your website or a flyer
- General questions, such as “How do I word a polite follow-up?”
- Drafts with names and private details taken out

NEVER SHARE

- Passwords, PINs or access codes
- Social Security, bank or card numbers
- Health, legal or HR details about anyone
- Client, donor or volunteer personal details, unless your organization approved a tool for that

Use the AI tools your organization approved. Depending on the plan and settings, a free personal account may keep what you type or use it to train the AI. If you're not sure, leave it out.

2 Check AI's work before it goes out

- **Facts, names, dates and numbers:** confirm them against the original source. AI can sound sure and still be wrong.
- **Links and quotes:** open every link, and never repeat a quote you haven't seen yourself.
- **Tone:** read it out loud. If it doesn't sound like your organization, fix it.
- **Translations:** have someone fluent in that language review them before they go out.
- **People:** look for unfair assumptions about anyone in the text.

You're responsible for what you send, even if AI wrote the first draft.

3 Know who approves what

WHAT YOU'RE WORKING ON	WHO APPROVES IT
Notes, brainstorming and personal drafts	**You**
Internal emails and documents	**You, after you check it**
Anything going to clients, donors or the public	**A second person reviews it first**
Anything legal, financial, medical or HR-related	**Your manager or the person in charge**
A new AI tool, or a new use of personal information	**Leadership, before you start**

Our approved AI tools: _____

Questions? Ask: _____

The short version: a person approves anything that matters.

Want help setting AI rules for your team? Start with a free conversation, in English or Spanish.
ryace.ai

General guidance, not legal advice. Adjust it to fit your organization's policies.

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COPY-AND-PASTE PROMPTS

8 prompts your team can use today

Copy one into your approved AI tool, fill in the [brackets], and paste your text. Works in ChatGPT, Gemini, Claude or Copilot.

Before you paste: swap real names, phone numbers and account details for roles like [Customer] or [Volunteer]. Rule 1 on the front still applies.

1 Answer a customer email

Reply to this email from a **[customer / client / parent]**. Be friendly and clear, answer every question they asked, and keep it under 120 words. If something needs a decision from me, put it in brackets instead of guessing. Email: **[paste, with names removed]**

2 Thank a donor or customer

Write a short thank-you note to **[a donor / a loyal customer]** for **[what they did]**. Mention **[one specific detail]**. Warm, not over the top, 3 to 4 sentences. Sign it as **[your role]**.

3 Turn meeting notes into a to-do list

Turn these notes into a list of action items. For each one give the task, who owns it and the due date. If an owner or date is missing, write "TBD." Notes: **[paste, with names replaced by roles]**

4 Make a policy easy to read

Rewrite this for **[staff / volunteers / customers]** in plain language at an 8th-grade reading level. Keep every rule and date exactly the same. Use short bullets. Text: **[paste]**

5 Write a social media post

Write 3 short **[Facebook / Instagram / LinkedIn]** posts about **[event or news]**. Audience: **[who]**. Include the date **[date]** and this link **[link]**. Use at most 2 hashtags.

6 Draft a job or volunteer post

Write a **[job / volunteer]** posting for a **[role]** at a **[type of business or nonprofit]**. Duties: **[list]**. Schedule: **[hours]**. Keep it welcoming and under 200 words. Leave pay as **[PAY]** for me to fill in.

7 Get a Spanish draft to review

Translate this into Spanish for **[audience]**. Use "usted" and a warm, professional tone. Then list any phrases a native speaker should double-check. Text: **[paste]**

8 Improve my own draft

Here is my draft. Tell me what's unclear, then give me a tighter version that keeps my voice. Don't add facts I didn't include. Draft: **[paste]**

Get better answers: say who it's for, the tone you want and how long it should be. If the first answer misses, reply "shorter," "friendlier" or "use simpler words." Then check it (Rule 2).

The short version: a person approves anything that matters.

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