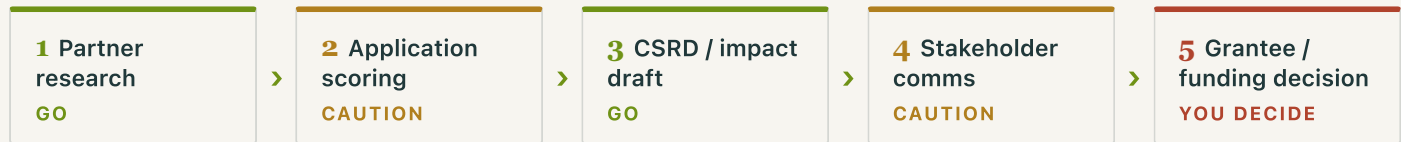


AI at the CC desk

Your Monday cheat-sheet

Use AI as a **lever for social impact** – inward on your own CC work, outward to the nonprofits you back. The rule that holds both ways: **AI advises; you decide, and you sign.**



DISCLAIMER Practical orientation, not legal advice. Tool names, vendor claims and figures are illustrative – verify them against your own data-protection and works-council process, and current EU AI Act guidance, before you rely on them.

1 WHICH TOOL?

IF YOU...	REACH FOR
have Microsoft 365	Copilot – safest, inside your data boundary
run Google Workspace	Gemini – inside your boundary
need the strongest all-rounder	ChatGPT / Claude – Team or Enterprise only
are blocked by Legal	Langdock / Mistral – EU-hosted, GDPR-capable*
need translation	DeepL – German-built, the easy yes
do ESG or CSRD work	Briink – or SAP Joule if you run SAP

2 DO / DON'T

DO

- ✓ Use the approved tool
- ✓ Treat every output as a draft
- ✓ Give it role, audience and format
- ✓ Own the decision yourself

DON'T

- ✗ Paste confidential or partner data into a free app
- ✗ Trust names, numbers or legal claims unchecked
- ✗ Send AI text to a stakeholder unread
- ✗ Outsource judgment or accountability to the model

3 PRE-FLIGHT before you type

- ☐ **Right tool for this data?**
Approved and in-boundary. **e.g.** Copilot for an internal draft; never a free app or personal subscription.
- ☐ **Stripped the sensitive bits?**
Remove names, budgets and personal data before pasting.
- ☐ **Briefed it properly?**
Role, audience, format. **e.g.** "Act as a sceptical CFO; reply in 5 bullets."
- ☐ **Gave it the source?**
Paste the report or notes it needs – don't let it guess.

4 POST-FLIGHT before you use it

- ☐ **Facts verified?**
Every name, number and legal claim checked against the source.
- ☐ **Nothing invented?**
No made-up org, statistic or citation slipped through.
- ☐ **Sounds like us?**
Our house tone, and nothing internal has leaked into it.
- ☐ **Would you sign it?**
If your name goes on it, it's ready to send.

Use what your company already pays for. Legal blocking? Try a German hub like Langdock (used by Merck, BASF – vendor-stated, verify). *GDPR-capable is not the same as compliant: it still needs a signed DPA and DPIA, and staff tools need Betriebsrat sign-off.

5 10 COMMANDS TO STEAL - paste, then verify what comes back

1 Summarize a partner

"Here's a nonprofit's annual report. Give me: mission, who they serve, top 3 needs, red flags, 3 questions before partnering."

3 CSRD / ESG draft

"Turn these notes into 3 reportable impact paragraphs in CSRD language. Mark anything needing a real number." **Verify every figure; it may invent one.**

5 Rehearse your boss

"Act as my sceptical CFO. Give the 5 objections you'd raise, then help me pre-answer them." **Swap in your GC or CEO - the room you fear.**

7 Your AI position

"Draft a cautious one-paragraph internal line on how our CC function uses AI, aligned to the EU AI Act, in a German Mittelstand voice." **Who signs it: align with Legal and IT.**

9 Position volunteering

"Map our skilled-volunteering programme to our OKRs and public positioning. Where does it strengthen employer brand, ESG story or recruiting, and what should we say publicly?" **Builds internal buy-in.**

2 Score applications

"Here are 5 applications and our 4 criteria. Rank them, score each 1–5, flag the closest call." **A defensible first cut; you still decide.**

4 CFO business case

"Rewrite this as 5 bullets for a cost-focused CFO, each tied to ESG reporting, employer brand, or risk."

6 Stakeholder reply

"Draft a reply to this investor question in our cautious house tone. Flag anything I shouldn't commit to in writing."

8 Scope before you build

"A partner says 'we want AI.' Ask me 5 questions to turn that into one bounded problem - and name the condition to say no."

10 Learn from peers

"How do 3 companies like ours run corporate volunteering and AI-for-good? Summarise their models, what worked, and one idea we could adapt." **Ask for sources; verify them.**

6 · PITCH IT INTERNALLY

The EU AI Act's staff AI-literacy duty has applied since February 2025, so we are likely non-compliant today, and enforcement begins August 2026. Meanwhile staff already paste company data into private ChatGPT. I propose an eight-week pilot: five Copilot licences for the CC team, measured on hours saved in CSRD reporting, at about €25 per user a month. I will own it.

STEAL THIS

Sources: artificialintelligenceact.eu · zew.de

7 POINT IT OUTWARD

- 1 Scope the need with the nonprofit
- 2 Match a specialist partner
- 3 Pilot-scope it - days and liability
- 4 Guardrail it, with Legal sign-off
- 5 Measure it as CSRD S3 / S4

PARTNERS & RESOURCES

Channel AI skills to an NGO - MI4People (KIIS) · N3XTCODER · CorrelAid

Find / match a partner - Civic Coding · CorrelAid · Data4Good

Discounted tools for NPOs - Microsoft for Nonprofits (Copilot -15%) · Salesforce Agents for Impact

Free upskilling - KI-Campus · DRK-Lernplattform · vhs.cloud

EU AI Act help - ARIC Hamburg