

# California Nonprofit AI Compliant Officers Course: One-on-One Teaching Blueprint

This step-by-step, personalized curriculum prepares nonprofit officers to lead AI compliance, maximize impact, and meet California's evolving legal requirements. Below is a clear, exhaustive, and easy-to-understand guide for both prospective hires and organizations.

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## 1. AI and Generative AI: Foundations and Nonprofit Uses

Instruction:

- *Artificial Intelligence (AI)* refers to computer systems that perform tasks requiring human intelligence, such as recognizing patterns, making predictions, or automating decisions.
- *Generative AI* is a subset of AI that can create new content—text, images, or data—based on patterns it has learned from existing information.
- In nonprofits, AI and generative AI automate repetitive tasks, personalize donor outreach, streamline content creation, and enhance beneficiary support (e.g., chatbots, automated fundraising, donor analysis).

Discussion:

- Share examples of AI encountered in your work or community (e.g., automated emails, chatbots, predictive analytics).

Practical Work:

- Identify current or potential uses of AI in your organization, such as automating donor communications or analyzing program outcomes.
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## 2. California AI Laws and Regulatory Landscape

Instruction:

- Review key laws:
  - *CPRA (California Privacy Rights Act)*: Data privacy and transparency.
  - *Civil Rights Council regulations*: Anti-discrimination in automated decision-making.
  - *SB 942 (AI Transparency Act)*: Disclosure and explainability of AI decisions.

- **AB 2013 (Training Data Transparency Act):** Requirements for documenting AI training data<sup>5</sup>.

**Discussion:**

- Which laws apply to your nonprofit? What are the compliance deadlines?

**Practical Work:**

- Complete a compliance checklist tailored to your organization's activities and data practices.
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### 3. Data Privacy and Security

**Instruction:**

- Best practices: Data minimization, encryption, access controls, anonymization, and Data Protection Impact Assessments (DPIAs)<sup>13</sup>.

**Discussion:**

- Review a data privacy scenario (e.g., handling sensitive beneficiary data).

**Practical Work:**

- Draft a DPIA for your organization, identifying risks and mitigation steps.
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### 4. AI Compliance and Risk Management

**Instruction:**

- Main risks: Data breaches, algorithmic bias, non-compliance with laws.
- Mitigation: Strong data governance, regular audits, robust documentation<sup>15</sup>.

**Discussion:**

- Identify risks specific to your nonprofit (e.g., sensitive client data, automated eligibility decisions).

**Practical Work:**

- Develop a risk management plan addressing your nonprofit's unique challenges.
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## 5. Bias, Fairness, and Anti-Discrimination

### Instruction:

- Sources of bias: Data, design, deployment.
- Legal consequences: Discriminatory outcomes can lead to regulatory penalties.
- Mitigation: Bias audits, diverse data sets, transparent processes<sup>57</sup>.

### Discussion:

- Analyze a sample AI tool or dataset for potential bias.

### Practical Work:

- Conduct a mock bias audit on a relevant dataset or scenario.
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## 6. Transparency and Explainability

### Instruction:

- Importance: Stakeholders and regulators must understand how AI decisions are made.
- Disclosure: Clearly communicate when and how AI is used in decision-making<sup>5</sup>.

### Discussion:

- Role-play explaining an AI decision to a stakeholder.

### Practical Work:

- Draft disclosures and plain-language explanations for AI-generated content.
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## 7. Policy Development and Documentation

### Instruction:

- Create AI use policies, privacy notices, and compliance documentation.
- Maintain records of AI testing, validation, and decisions.

### Discussion:

- Review sample policies and discuss customization for your nonprofit.

### Practical Work:

- Write an AI use policy and privacy notice tailored to your organization.
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## 8. AI Auditing and Governance

Instruction:

- Fundamentals: Planning, conducting, and documenting AI audits.
- Governance: Integrate oversight into organizational strategy<sup>5</sup>.

Discussion:

- How would you plan and conduct an AI audit?

Practical Work:

- Document an AI audit plan for your nonprofit.
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## 9. Incident Response and Compliance Monitoring

Instruction:

- Incident response: Prepare for AI-related breaches or failures.
- Ongoing monitoring: Regularly review AI systems for compliance.

Discussion:

- Review a scenario involving an AI incident.

Practical Work:

- Create an incident response plan and compliance monitoring schedule.
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## 10. Staff Training and Ethical Use

Instruction:

- Importance: Staff must understand AI risks, ethics, and compliance obligations.
- Training: Develop effective, ongoing programs<sup>56</sup>.

Discussion:

- Brainstorm training topics and formats for your team.

Practical Work:

- Develop a staff training session outline and materials.
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## 11. Practical Tools and Resources

### Instruction:

- Overview of templates, checklists, and resources for compliance and best practices.

### Discussion:

- How can these tools be used in your nonprofit?

### Practical Work:

- Customize a policy template or checklist for your organization.
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## 12. Case Studies and Real-World Scenarios

### Instruction:

- Analyze real-world examples of AI implementation, compliance challenges, and best practices.

### Discussion:

- Discuss lessons learned from case studies.

### Practical Work:

- Present findings and recommendations for a relevant case study.
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## 13. Certification and Career Pathways

### Instruction:

- Value of certification: Demonstrates expertise and readiness for leadership roles.
- Career opportunities: Compliance, data governance, nonprofit leadership.

### Discussion:

- Explore career pathways and networking opportunities.

### Practical Work:

- Draft a professional profile or resume highlighting your new skills and certification.
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# California Nonprofit Independent Contractor Educator Hiring Blueprint (2025–2026)

## Key Legal Requirements:

- **Worker Classification:** Must pass the ABC test: independence, outside usual business, and established trade.
- **Written Contract:** Required by SB 988, must include names, services, compensation, payment terms, and be retained for four years.
- **Compensation:** Can be flat fee, percentage, or performance-based; payment must be timely.
- **Training:** Optional, not mandatory for payment.
- **No Board Overlap:** Educators cannot be voting board members.
- **Documentation:** Maintain contracts and payment records for at least four years.
- **Penalties:** \$1,000+ for non-compliance, double damages for late payment.

## Sample Contract Clause:

*“Educator is an independent contractor, not an employee or board member, and is free to determine how, when, and where services are performed. This agreement complies with SB 988, includes an itemized list of services, payment terms, and deadlines. Both parties retain a copy for at least four years.”*

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## Summary Table: One-on-One Teaching Process

Step	Topic Area	Instruction/Discussion	Practical Work
1	AI Basics	Explain AI, discuss uses	Identify AI uses in own org
2	California AI Laws	Review laws, discuss deadlines	Complete compliance checklist

<b>3</b>	<b>Data Privacy/Security</b>	<b>Teach best practices, discuss scenario</b>	<b>Draft DPIA</b>
<b>4</b>	<b>Risk Management</b>	<b>Explain risks, discuss mitigation</b>	<b>Develop risk management plan</b>
<b>5</b>	<b>Bias/Fairness</b>	<b>Cover bias, discuss audit</b>	<b>Conduct mock bias audit</b>
<b>6</b>	<b>Transparency</b>	<b>Discuss transparency, role-play</b>	<b>Draft disclosures</b>
<b>7</b>	<b>Policy Development</b>	<b>Walk through policy creation</b>	<b>Write AI use policy, privacy notice</b>
<b>8</b>	<b>Auditing/Governance</b>	<b>Teach audit basics, discuss planning</b>	<b>Plan/document AI audit</b>
<b>9</b>	<b>Incident Response</b>	<b>Explain response, discuss</b>	<b>Create response plan, monitoring schedule</b>
<b>10</b>	<b>Staff Training</b>	<b>Discuss training, brainstorm topics</b>	<b>Develop training session outline/materials</b>

11	Tools/Resources	Review templates, discuss use	Customize template/checklist
12	Case Studies	Present case studies, discuss lessons	Present findings and recommendations
13	Certification	Discuss value, explore opportunities	Draft professional profile/resume

## What You Will Learn and How

- **Step-by-step, hands-on learning:** Each session combines clear instruction, discussion, and practical application.
- **Personalized support:** All exercises are tailored to your nonprofit's mission, size, and resources.
- **Up-to-date legal compliance:** Curriculum and contract templates reflect the latest California laws through 2026.
- **Career-ready skills:** Certification prepares you to lead AI compliance and support other nonprofits.

**This blueprint ensures you gain practical, actionable expertise to safely and effectively integrate AI in your nonprofit, while maintaining full compliance with California law**