



A Simple, Practical Handout for All Lodges

Artificial Intelligence (AI) can help Lodges communicate better and save time when used correctly. This guide explains what AI is allowed to do, what it is not allowed to do, and how to use it safely while protecting our members and our Order.

DO – Approved & Safe Uses of AI

You **may use AI as a drafting and support tool** for:

- Writing non-confidential emails, flyers, newsletters, and announcements
- Improving grammar, clarity, and tone of existing content
- Brainstorming event ideas, themes, or headlines
- Drafting generic recruitment or marketing language
- Summarizing publicly available information

Rule of Thumb:

If you would be comfortable posting the content on a **public bulletin board**, AI may help draft it.

DON'T – Strictly Prohibited Uses of AI

You **may NOT** use AI to:

- Enter member names, rosters, addresses, phone numbers, or emails
- Upload delinquency lists, dues records, or financial data
- Process or reference health, age, disability, or personal circumstances
- Use photos of members or children
- Make decisions about membership, discipline, or eligibility
- Send automated messages to members using AI
- Publish AI-generated content without human review and approval
- Independently contract for or purchase AI tools using Lodge funds



Bottom Line:

If it involves **real members, money, or personal information — stop.**

Protect Member Privacy – Always

AI tools **must never** receive:

- Personal Data
- Sensitive Personal Data
- Confidential or proprietary Elk information

Best Practice:

Use placeholders when drafting:

- “Dear Member”
- “Our Lodge”
- “A longtime Elk”

Human Review Is Mandatory

AI is a **tool**, not a decision-maker.

Every AI-assisted document must:

1. Be reviewed by a human
2. Be edited for accuracy, fairness, and tone
3. Be approved by Lodge leadership before use

AI output is never final without human judgment.

Public-Facing Content Requires Approval

Any AI-assisted content used in:

- Advertising
- Marketing
- Social media
- Emails to members
- External communications

Must be cleared and approved under Grand Lodge guidelines before publication.



When in Doubt — Pause & Ask

If you are unsure whether something is allowed:

- **Do not proceed**
- Contact Grand Lodge AI Leadership for guidance

Protecting our members protects the Order.

The Elk Standard

AI should:

- Support our mission
- Respect human dignity
- Protect privacy
- Reflect Elk values
- Assist — never replace — human judgment

AI can help us work smarter. Integrity requires us to use it wisely.

“Nothing is so contagious as enthusiasm.”