

Lenovo Nonprofit Management Tactical Guide



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How Camp Southern Ground Creates More **Capacity for Impact**

This tactical guide explores how Camp Southern Ground uses Lenovo ThinkPad T14s, powered by Snapdragon® X Series processors, and Microsoft Copilot to streamline operations, support fundraising, and improve knowledge sharing, helping staff stay focused on campers.

Creating meaningful camp experiences requires people, information, and resources working together. As responsibilities grow, connected workflows help teams streamline operations, improve collaboration, and stay focused on the mission.

With Lenovo ThinkPad T14s, powered by Snapdragon® processors, and Microsoft Copilot, teams can spend less time managing processes and more time creating meaningful experiences for campers and their families. The result is a more connected organization, better informed decision-making, and greater capacity to deliver impact across every program and initiative.



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Top Tips Before You Start

- Use Microsoft Copilot in work mode to reference approved program materials, operational documents, Teams conversations, and SharePoint content.
- Store the organization's resources, fundraising materials, and key documents in a shared location so staff and Copilot work from the same source of truth.
- Keep people at the center of every decision. Copilot helps organize information and streamline tasks, while staff provide the expertise and judgement.
- Verify the appropriate Copilot licenses, business accounts, and permissions before accessing internal content or organizational information.
- Choose technology that matches your team's needs. Whether coordinating programs, supporting events, working remotely, or traveling, Lenovo ThinkPad T14s, powered by Snapdragon® X Series processors, helps staff stay productive wherever the mission takes them.



Use OCEAN to Tighten Your Prompts

Before asking Microsoft Copilot for help, provide the context that helps it understand your camp operations, organizational priorities, and goals.

Observable

What challenge, need, or opportunity are you seeing across camp operations, programs, fundraising efforts, or staff workflows?

Concrete

What schedules, program plans, grant materials, documents, teams, resources, or operational details should be included?

Evident

What outcome are you trying to achieve? What goals, deadlines, requirements, measurements, or success criteria should be considered?

Assertive

What format, level of detail, audience, or communication style should the response follow?

Narrative

What situation led to this request, what has changed, and why is this information important right now?

You don't need to include every element every time, but providing the right context helps generate more useful, relevant, and actionable results.

1. Creating More Time for Impact

The Goal:

Streamline camp planning and operations so staff can spend less time on logistics and more time focused on campers and their families.

What the team did

- **Centralize Critical Information**
Bring together schedules, program plans, staffing information, operational resources, and organizational knowledge in a shared workspace.
- **Create a Single Source of Truth**
Consolidate documents, notes, communications, updates, and planning materials so teams can access consistent information.
- **Improve Planning & Coordination**
Organize timelines, activities, priorities, and responsibilities across teams to strengthen visibility and alignment.
- **Turn Information Into Action**
Use Copilot to summarize content, identify action items, surface key details, and transform meetings into structured plans.
- **Make Knowledge Easy to Access**
Quickly locate information across documents, emails, and organizational resources without disrupting daily workflows.
- **Standardize & Scale Operations**
Build repeatable templates, streamline recurring processes, and create connected workflows that improve consistency and reduce administrative effort.



Before you start

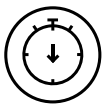
Give Microsoft Copilot clear context, not just a task. Define the objective, priorities, and operational needs upfront to generate more relevant and actionable results. Start with the organization's goal, key stakeholders, and desired outcome to keep responses aligned with the mission.

Prompt example:

Camp Southern Ground creates inclusive experiences that help campers learn, grow, and build meaningful connections. Act as an Assistant Operations Manager.

- Develop a weekly operations framework for an upcoming camp session.
- Start by asking questions about: Program objectives, camper needs, activity schedules, staffing requirements, resource availability, and operational priorities.
- Provide recommendations for coordination, scheduling, communication, and resource planning that support a safe and engaging camp experience.

The Outcome



5-10 hours regained each month.



Faster alignment across teams, programs, and activities.



Reduced time spent managing administrative tasks.



More time focused on campers and experiences.



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2. Connecting Mission to Funding Opportunities

The Goal:

Strengthen fundraising, grants, and donor engagement by connecting program impact with funding opportunities.

What the team did

- Centralized grant applications, donor communications, funding proposals, program outcomes, and organizational materials into a shared knowledge hub.
- Used Microsoft Copilot to review funding requirements, research grant and sponsorship opportunities, and identify alignment with Camp Southern Ground's programs, priorities, and growth objectives.
- Developed stronger first drafts for grant applications, donor outreach, partnership proposals, and funding requests using organizational knowledge and impact data.
- Brought together reports, program documentation, historical applications, and mission-driven stories to create structured funding packages and supporting materials.
- Connected program needs, organizational goals, and potential funding sources to help teams evaluate opportunities more efficiently.
- Created reusable templates for proposals, sponsorship requests, donor briefings, and outreach communications to improve consistency and speed.
- Strengthened collaboration between fundraising, program, and leadership teams throughout the funding and application process.
- Established a more streamlined workflow for pursuing grants, donor support, sponsorships, and financing opportunities.

Before You Start: Set the Formation

Strong funding requests start with clear information. Outline the opportunity, the audience, and the impact you are trying to achieve before asking Microsoft Copilot for support. The more context you provide around program goals, funding needs, and desired outcomes, the more targeted and useful the recommendations will be.



Prompt Example:

Camp Southern Ground is an inclusive nonprofit camp focused on creating meaningful experiences. Act as a Grant Development Manager.

- Review our grant materials, donor communications, impact reports, and strategic plans to understand our funding priorities.
- Identify funding opportunities and the program outcomes, metrics, and supporting information most relevant to each opportunity.
- Recommend proposal strategies, donor outreach plans, and next-step actions to strengthen fundraising efforts and support future growth.

The Outcome



Accelerate Grant Opportunities.



Strengthen Funding Proposals.



Improve Donor Engagement.



Create Capacity for Growth .

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3. Making Organizational Knowledge Accessible

The Goal:

As Camp Southern Ground grows, organizational knowledge becomes harder to access. The goal is to connect information, preserve context, and help staff quickly find what they need to support programs and operations.

What the team did

- Centralized operational resources, program documents, planning materials, and organizational knowledge into a shared location.
- Organized information across camp operations, fundraising activities, and administrative functions, making it easier for teams to access and use.
- Used Microsoft Copilot to surface relevant information from files, meeting notes, communications, and reference materials while reducing time spent searching for answers.
- Connected knowledge across departments, helping staff quickly find context, make informed decisions, and work from the same up-to-date information.
- Summarized documents, planning materials, and meeting discussions into clear insights, action items, and next steps.
- Simplified onboarding by making organizational knowledge easier for staff and volunteers to locate and understand.
- Preserved institutional knowledge through a more structured approach to storing, sharing, and maintaining information as the organization grows.
- Built a connected knowledge ecosystem that improves collaboration, keeps critical information accessible, and supports continuity across programs and teams.

Before You Start

Useful knowledge starts with organized information. Identify the documents, program details, historical context, or operational information you want Microsoft Copilot to reference before beginning. The more clearly you define the topic, objective, and decision at hand, the more relevant and actionable the insights will be.

Prompt Example

Camp Southern Ground stores valuable knowledge across documents, programs, and teams. Act as an Organizational Knowledge Manager.

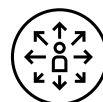
- Review program plans, operational documents, meeting notes, staff resources, onboarding materials, grant applications, and organizational communications.
- Identify key information, recurring themes, decisions, and frequently used resources that teams should access quickly.
- Surface knowledge gaps, duplicate content, outdated information, and opportunities to improve information management across the organization.
- Recommend approaches for knowledge sharing, staff onboarding, document organization, and information access that preserve knowledge and improve operational effectiveness.

The Outcome



Faster Access to Information

Find answers and critical resources more quickly.



Stronger Knowledge Sharing

Connect insights across teams and programs.



Improved Staff Onboarding

Help new team members get up to speed faster.



Organizational Continuity

Keep important knowledge accessible as the organization grows.

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Build Your Own Assistant Manager

Camp Southern Ground's approach builds on the systems already supporting its mission. With [Lenovo ThinkPad T14s Copilot+ PCs](#), powered by [Snapdragon® X Series processors](#), and [Microsoft Copilot](#), information, planning, and organizational knowledge come together in a more connected environment, helping teams access what they need faster and stay aligned.

Instead of searching across documents, emails, and conversations, staff can use Microsoft Copilot to work more effectively from shared organizational knowledge. The result is stronger coordination, faster access to information, and more time focused on supporting campers.

- Start with a high-impact workflow. Focus on a key operational, fundraising, planning, or program task, then build from there.
- Organize information early. Bring together program materials, impact data, documents, and resources before work begins.
- Create a shared knowledge foundation. Store information, updates, and decisions in connected systems that teams can easily access.
- Define the desired outcome. Clearly outline the goal, whether it's a grant proposal, donor communication, operational plan, or program summary.
- Keep improving over time. Review recommendations, apply organizational context, and strengthen the knowledge base with every project, plan, and workflow.

Build capacity. Stay connected. Keep moving the mission forward. Every program aligned, every opportunity within reach.



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