

Better Rotarianing through AI

Takeaway Reference Guide

Presented by Pete Bosch, IPDG D6270 | All 15 Demos + Key Concepts

This Guide Covers:

- Key Concepts: What AI is (and isn't) — caveats, voice, policy
- All 15 Demo Prompts, ready to copy and use
- Writing Coach quick-use prompts
- Advanced & Knowledge Tools overview
- Rotary engagement opportunities

AI WRITING COACH — QUICK-USE PROMPTS

READING LEVEL

"Rewrite this paragraph at a 6th-grade reading level."

Best for: Member communications, broad audiences

TONE SHIFT

"Make this sound more urgent without being alarmist."

Best for: Membership appeals, grant narratives

AUDIENCE TARGETING

"Rewrite for an audience of local business owners who don't know Rotary."

Best for: Recruitment, sponsorship pitches

CUT FOR LENGTH

"Cut this to 150 words without losing the main message."

Best for: Social media, bulletins, emails

KNOWLEDGE TOOLS & ADVANCED CAPABILITIES

Claude Projects (Anthropic)

Upload your district documents. Claude remembers them across all conversations in that project.

Ask questions, draft content, analyze — always with your docs as context.

Best for: Document-heavy

Knowledge Bases — Upload

Custom Chatbots — Bot trained

Voice & Vision — Talk to AI. Show it a photo.

AI Agents — Multi-step tasks done autonomously.

Gemini Gems (Google)

Create a custom Gemini assistant with instructions and knowledge sources. Share with your club or district. Deeply integrated with Google Drive and Workspace.

Best for: Google-native

Ask questions forever. "Where is that file?" gone.

Not trained on your bylaws/grants/FAQs available 24/7 to every club.

Organization, Drive-based doc photos.

Near-real-time conversation now available.

NotebookLM (Google)

Upload PDFs, notes, web links. Creates FAQs, study guides, and interactive podcasts automatically.

Cites its sources.

Best for: Training resources, onboarding new officers, conference prep

QUICK-START CHECKLIST & NEXT STEPS

YOUR QUICK-START CHECKLIST

- Pick one tool: ChatGPT, Gemini, Claude, or Copilot
- Try Demo 1 today: "Tell me about Rotary's role in global health — give me 3 specific examples."
- Try the Refinement Loop (Demo 9): Draft something, then refine it twice
- Try the Newsletter prompt (Demo 6) for your next president's message
- Try the Document Clarifier (Demo 7) on one page of your bylaws
- Set one conversation to 'Private' mode on your chosen platform
- Share one useful AI output with your club board this month

KEY PRINCIPLES TO REMEMBER

- The magic isn't in the first answer — it's how you shape it
- Tell AI your role, audience, and tone in the first sentence
- Most people stop at the first output — that's leaving 80% of the value on the table
- Each follow-up is a free revision from an expert collaborator
- Ask AI to critique its own output: 'What are the weaknesses in this draft?'
- The more personal the document, the more you edit — AI assists, you lead
- What wasn't possible in 2025 may be routine in 2026

PROMPTS — WARM-UP (Demos 1–5)

DEMO 1 — AI Knows Rotary

"Tell me about Rotary's role in global health — give me 3 specific examples."

Notice how AI structures information clearly and usably.

DEMO 2 — Adapt to Any Audience

"Explain the Four-Way Test to a 15-year-old."

Same knowledge, adapted to any audience instantly.

DEMO 3 — Always-Available Reference

"Explain how District Designated Funds work in Rotary."

AI as an always-available reference desk — no searching required.

DEMO 4 — One Topic, Three Formats (REFINEMENT)

1. 'Draft a thank-you message for our Blues Festival sponsor, ABC Company.'
2. 'Now rewrite as a formal press release.'
3. 'Now rewrite as a Facebook post.'

Key insight: The magic isn't in the first answer — it's in how you shape it.

DEMO 5 — Two Audiences, One Message

1. 'Write a Rotary intro for a high school career day.'
2. 'Now rewrite for a chamber of commerce business breakfast.'

Pro tip: Tell AI your role, audience, and tone in the first sentence. You'll never go back.

PRO TIP: Ask AI to critique its own output — 'What are the weaknesses in this draft?' — before you refine it.

PROMPTS — BEGINNER TO EXPERIENCED (Demos 6–9)

DEMO 6 — President's Newsletter

"Draft 3 paragraphs for a Rotary club president's newsletter.

Topic: service projects this month. Tone: warm and encouraging. My club is [Club Name] in [City]."

Follow up: 'Make the opening more energetic' or 'Add a call to action for our upcoming fundraiser'

2026: Paste in your previous newsletters and ask AI to match your established style.

DEMO 8 — Event Planning

"As a committee chair and professional event planner, generate a complete plan for a Murder Mystery Dinner fundraiser, including timeline, volunteer roles, budget template, and promotion checklist."

Follow up: 'Now adapt for a club with only 12 active volunteers'

Follow up: 'Create a week-by-week countdown for the 8 weeks before the event'

Follow up: 'Draft a sponsor pitch for a local restaurant to donate the venue'

Follow up: 'What are 5 ways this could go sideways, and how do we prepare?'

DEMO 7 — Summarizing & Clarifying Documents

"Rewrite this bylaw section in plain English, suitable for a new club member: [paste excerpt]"

- Upload entire PDF → AI summarizes the whole document
- 'What are the 5 most important things a new club president should know?'
- 'Are there any contradictions or ambiguities in this document?'

2026: Paste entire grant applications or governance docs — long context windows handle them.

DEMO 9 — The Refinement Loop (PROMPT SEQUENCE)

1. 'Draft a one-minute speech about the value of Every Rotarian Every Year (EREY).'
2. 'Strengthen the opening with a compelling story hook.'
3. 'Make the ending a clearer call-to-action.'

Key insight: Most people stop at the first answer — that's leaving 80% of the value on the table.

Each follow-up is a free revision from an expert collaborator.

PROMPTS — EXPERIENCED TO PRO (Demos 10–12)

DEMO 10 — Global Grant Pre-Submission Review

"You are a Rotary International Global Grant Officer. Review this application as though it were just submitted. Identify any critical shortcomings that might lead you to seek clarification or additional information. Respond as a Grant Officer would."
Why it works: Role assignment dramatically improves critical feedback.

Follow up: 'Rate this application 1–10 and justify your rating'

DEMO 12 — Crisis-Proof Messaging (SCENARIO + PROMPTS)

Scenario: City Council changes 4th of July Parade rules for partisan floats.

1. 'Draft press release banning floats from partisan organizations.'
2. 'Role-play as a critic: what might upset stakeholders?'
3. 'Revise the draft to address those concerns.'

Extend: 'Now role-play as a local business owner... now as a longtime parade volunteer...'

2026 technique: Ask AI to assign a 'controversy score' to your final draft.

DEMO 11 — Global Grant Comparison

A: 'Highlight weaknesses in each of these three Global Grant applications.'

B: 'Rank these proposals by alignment with Rotary's Areas of Focus. Justify each ranking.'

Sample: Clean Water (Uganda) · Midwife Training (Guatemala) · Solar Sewing Co-op (India)

Result: Moves district leaders from manual reading → strategic decision-making

DEMO PROMPTS — PART 3 (Demos 13–15)

DEMO 13 — From Data to Action

Step 1 — Paste raw survey results (free-text + numerical responses)

Step 2 — 'Summarize these responses into clear themes with top strengths and weaknesses.'

Step 3 — 'Which 3 issues should we address first, and why?'

Step 4 — 'Propose an action plan for leadership, engagement, and service/fellowship.'

Result: Messy input → actionable board report

DEMO 14 — NotebookLM Governance Reference

SETUP: Upload district bylaws, training guides, grant procedures, FAQs as PDFs. Then ask:

"How do we apply for District Designated Funds?"

"What are the quorum requirements for a club board meeting?"

"Summarize the key deadlines for Global Grant applications this year."

"Create a one-page FAQ for incoming club presidents."

BONUS: Click "Generate Audio Overview" — NotebookLM creates an AI podcast from your docs.

DEMO 15 — Tame Your Club's File Chaos (Claude Cowork)

SETUP: Copy all club files (minutes, reports, grants, flyers) into one flat folder — messy names fine.

PROMPT: "Analyze all files in the club folder. Group by type (minutes, finance, projects, comms). Flag anything older than 2 years. Propose a 4-folder structure and explain your reasoning."

THEN: "Write a one-page guide explaining this folder structure so any new officer can follow it."

Requires Claude Pro + Cowork (desktop app). Files stay on your machine.

Downloadable Material

NOTE: Case sensitive → <https://bit.ly/MnZoneAI>