The Do's and Don'ts of Using AI

Do's:

- **Understand the Basics:** Take the time to learn the fundamentals of AI, even if you're not a technical expert. This includes understanding what AI can and cannot do, as well as its potential impacts on your field.
- **Use AI to Enhance Productivity:** Leverage AI tools to automate repetitive tasks, improve decision-making, and increase efficiency in your work or volunteer activities. AI can be a powerful assistant when used effectively.
- **Maintain Human Oversight:** Always have a human in the loop when using AI. While AI can provide recommendations and insights, final decisions should be made by humans to ensure context and ethics are considered.
- **Ensure Data Privacy and Security:** Be mindful of the data you're using with AI tools. Ensure that it's securely stored, anonymized where necessary, and used in compliance with relevant privacy laws and guidelines.
- **Stay Updated on AI Developments:** AI is rapidly evolving. Keep yourself informed about new AI tools, updates, and best practices to ensure you're using the most effective and ethical solutions.

Don'ts:

- **Don't Rely Solely on AI:** Avoid over-dependence on AI for critical decisions. AI should support, not replace, human judgment, especially in areas where ethical considerations are involved.
- **Don't Ignore Ethical Concerns:** Never use AI in ways that could harm individuals or groups. Be aware of potential biases in AI algorithms and take steps to mitigate them.
- **Don't Misuse Personal Data:** Do not use AI to process personal data without explicit consent or a legitimate purpose. Misuse of data can lead to privacy violations and legal issues. Keep IT policies and your brand integrity in mind.
- **Don't Assume AI is Infallible:** AI systems can make mistakes, especially if they're trained on biased or incomplete data. Always validate AI outputs with real-world knowledge and experience.
- **Don't Neglect Transparency:** Avoid using AI as a "black box." Ensure that the people affected by AI decisions understand how and why those decisions are made, and offer transparency in AI-driven processes.

Prompt Templates

1. Event Planning and Management

- **Event Promotion:** Generate promotional content for upcoming events, including social media posts, newsletters, and email campaigns.
    - Suggested Prompt: "Help me draft a social media post promoting our upcoming [Event Name] on [Date]. Highlight the key benefits for attendees."
- **RSVP Management:** Automate the process of managing RSVPs, sending reminders, and providing event details to attendees.
    - Suggested Prompt: "Create an email template for confirming RSVPs and reminding attendees of event details for our [Event Name] on [Date].
- **Content Creation:** Use ChatGPT to draft speeches, presentations, and event agendas.
    - Suggested Prompt: "Draft an agenda for our upcoming [Event Name], including key topics and time allocations."

2. Community Outreach

- **Awareness Campaigns:** Develop compelling narratives and content for community outreach campaigns, highlighting the club's impact and initiatives.
    - Suggested Prompt: "Write a brief narrative for a community outreach campaign focused on our recent [Project/Initiative] and its impact on the community."
- **Press Releases:** Write press releases and articles for local media to promote the club's activities and achievements.
    - Suggested Prompt: "Draft a press release to announce the success of our [Event/Project] and its impact on [Community/Beneficiaries]."

…more on the next page!

3. Fundraising Efforts

- **Fundraising Campaigns:** Design persuasive content for fundraising campaigns, including emails, social media posts, and crowdfunding pages.
    - Suggested Prompt: "Write a compelling email to potential donors, explaining the purpose of our [Fundraising Campaign] and how their contributions will be used."
- **Donor Communication:** Personalize communication with donors, thanking them for their contributions and updating them on the impact of their donations.
    - Suggested Prompt: "Draft a thank-you letter to donors of our recent [Campaign Name], including details on how their donations are making a difference."

4. Digital Transformation

- **Website Content:** Assist in creating and updating content for the club's website, ensuring it is engaging and informative.
    - Suggested Prompt: "Update the website's 'About Us' section to reflect our recent achievements and upcoming initiatives."
- **Social Media Management:** Provide ideas for social media posts, engage with followers, and respond to inquiries on platforms like Facebook, Twitter, and Instagram.
    - Suggested Prompt: "Generate a week's worth of social media posts to promote our club's activities and engage with our community."
- **SEO Optimization:** Generate SEO-friendly content to improve the club's online visibility and attract potential members and partners.
    - Suggested Prompt: "Write an SEO-optimized blog post about the benefits of joining our Rotary Club, targeting keywords like 'community service' and 'Rotary membership.'"