

Using AI Tools for Helping to Create Documents

Artificial intelligence tools such as [ChatGPT](#), [Grok](#), [Gemini](#), [Claude](#), and [Perplexity](#) can help Rotarians quickly create clear, organized documents for club operations. Use of Archie is another good option (ChatGPT customized AI advisor/chat bot for Rotary). These tools do not replace human leadership or Rotary values, but they can dramatically reduce the time required to draft newsletters, guides, speeches, project plans, and grant instructions.

Below is a simple step-by-step method any Rotarian can follow.

Step 1: Start With a Clear Goal

Before using an AI assistant, decide exactly what you want to produce. AI works best when given a specific task and context.

Examples of Rotary tasks AI can help with:

- Writing a club newsletter article
- Creating meeting minutes from notes
- Drafting a fundraising plan
- Writing a President's message
- Preparing instructions for a Rotary grant application

The clearer your request, the better the result.

Step 2: Assign a Role to AI and Write a Good Prompt

A prompt is simply the instruction you give the AI. The best prompts include:

- Role you want AI to play
- The audience
- The purpose of the document
- The length
- Any specific details you want included

Think of it as explaining the assignment to a helpful assistant.

Step 3: Example Prompt Used by a Rotarian

Here is a real example of a prompt used to create a document for Rotarians in District 7390.

Example Prompt

“I want you to be my consultant for writing a brief guide for Rotarians explaining how to apply for a District Grant in Rotary District 7390. Include key deadlines, basic eligibility requirements, and links to the District 7390 website forms. Make it clear, concise, and about one-to-two pages long so that it can easily be shared with club members who have never written a grant before.”

AI can quickly generate a draft guide that included:

- An overview of District Grants
- Typical application steps
- Key deadlines
- Helpful links to resources, including forms that must be completed
- Clear instructions written for club members

The document could then be edited, customized, and shared with the club.

Step 4: Review and Refine

AI creates drafts, not final documents. Rotarians should always:

- Apply the 4-Way Test
- Verify facts and deadlines
- Confirm links
- Adjust language as needed to align with Rotary terminology

This step ensures the document is accurate and consistent with Rotary standards.

Step 5: Save and Update as Needed

Once a useful document is created, it can become a template for future club leaders. AI can also help update documents each year by simply asking:

“Update this document for the current Rotary year and revise any deadlines.”