

Template for Well-Rounded AI Output

Role	Act as a communications coordinator for a community service organization
Task	Write a Facebook post promoting our upcoming literacy event
Details	Who, What, When, Where, Why
Tone	Warm, Inviting and slightly upbeat
Extras	Include a CTA (Call To Action) and 3-5 Hashtags

Conversation with Gemini...

Generate a list of AI products that would be useful for an Altrusa club to help with meeting minutes, publicity, social media, flyer creation, etc. Provide information in a chart, listing pros and cons, and cost.

Choosing the right AI tools can significantly lighten the administrative load for a service club, allowing members to focus more on community impact and less on paperwork.

Key Recommendations for Altrusa

- **For the Communications Committee:** [Canva for Nonprofits](#) is a must-have. It provides premium AI design tools for free to 501(c)(3) organizations, which is perfect for high-quality flyers and social media graphics.
- **For the Secretary:** [Otter.ai](#) is generally the easiest to "set and forget" on a table during a meeting to capture minutes, provided the room isn't too noisy.
- **For Newsletters:** Using [ChatGPT](#) to turn a list of bulleted "club wins" into a polished "President's Message" can save hours of drafting time.

Pro-Tip: If your club already uses Microsoft 365 for email, check if you have [Microsoft 365 Business Standard](#). This includes [Clipchamp](#) for easy video publicity and [Microsoft Editor](#) for polishing newsletter grammar.

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The Altrusa "EASY" Button – Using AI to Share Our Story

Sample AI Productivity & Creativity Suite

Category	Product	Pros	Cons	Estimated Cost
Meetings & Minutes	Otter.ai	Real-time transcription; identifies speakers; generates automated summaries and action items.	Accuracy can dip with multiple cross-talking voices; requires clear audio.	Free basic plan; Pro ~\$10/mo per user.
Meeting Assistant	Fireflies.ai	Integrates with Zoom/Teams; searchable transcripts; "Ask Fred" AI can answer questions about past meetings.	Can be intimidating for members who prefer "off-the-record" chats.	Free tier available; Pro ~\$10/mo.
Flyers & Graphics	Canva (Magic Studio)	Incredibly user-friendly; "Magic Rewrite" for text; "Text-to-Image" for custom club visuals.	Some advanced AI features require a subscription; templates can feel repetitive.	Free for Non-profits (application required); otherwise ~\$120/yr.
Publicity/Writing	ChatGPT (Plus)	Excellent for drafting press releases, newsletters, and long-form articles; great for brainstorming.	Information may need fact-checking; requires "prompting" skill for best results.	Free version available; Plus is \$20/mo.
Social Media	Buffer (AI Assistant)	Re-writes one post for multiple platforms (Facebook, Instagram, X); suggests optimal posting times.	Limited "creative" design capability; strictly for scheduling and text.	Free for up to 3 channels; Essentials ~\$6/mo.
All-in-One	Microsoft 365 Copilot	Deeply integrated into Word and PowerPoint; can draft a flyer from a meeting transcript.	Requires a Business Standard or Premium license.	~\$30/user/mo (add-on cost).

Your Challenge...

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Try one post this week.

Use AI. Edit it. Post it. See what happens.

(It's just one post... we're not asking for a full re-brand overnight)



Who's In?

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