doingit.today

Free guide · 6 min read

AI for community groups: 12 prompts for the volunteers who do the paperwork

For the secretary, the treasurer and whoever said yes to "just doing the newsletter". Sports clubs, mosques, churches, temples, PTAs, residents' groups and scout troops: twelve prompts for the jobs that land on volunteers.

How to use these

Open ChatGPT, Claude, Gemini or Copilot on your phone. The free versions are fine. Paste a prompt, swap the [brackets] for your own details, and read the answer before anyone else does.

PEOPLE TRUST YOU WITH THEIR DETAILS

Members' names, addresses, phone numbers and donations stay out of AI tools, and so does anything about children, health or someone's private circumstances. Describe the situation instead of pasting the record. If your group works with children or adults at risk, your safeguarding policy comes first.

Meetings

PROMPT 1

An agenda that finishes on time

The last meeting ran to two hours and decided nothing.

Write an agenda for a **[60]** -minute committee meeting of a **[type of group]** . We need to cover: **[list the items]** . Put the decisions first and the updates last. Give each item a time and say whether it is "decide", "discuss" or "note". Leave five minutes at the end to agree who does what.

PROMPT 2

Minutes from your notes

You took rough notes and the minutes are due.

> Turn these rough notes into clear minutes. Use these headings: present (leave a gap), decisions made, actions with who and by when, items carried over, date of next meeting. Do not add anything that is not in my notes. If something is unclear, list it at the end as a question for me. Notes: **[paste, with names swapped for roles]**

Tip: Use roles such as "Chair" and "Treasurer" in your notes, and add names yourself afterwards. Leave confidential items out altogether: private matters, safeguarding, anyone's health or money.

PROMPT 3

An AGM notice people will read

The constitution says you must give notice, and nobody comes.

> Write a notice for the annual general meeting of **[type of group]** on **[date]** at **[time]** in **[place]**. Explain in two plain sentences what an AGM is for and why it is worth coming. List what will happen: reports, accounts, electing the committee, any other business. Say how to put yourself forward and by when. Warm, short, under 150 words.

Tip: Check your constitution for how much notice you must give and what the meeting has to cover.

Getting the word out

PROMPT 4

One notice, three lengths

The same news has to go on WhatsApp, the noticeboard and the newsletter.

> Here is our news: **[what, when, where, who it is for, any cost, how to book]**. Write it three ways: 1. A WhatsApp message under 50 words. 2. A noticeboard notice with a clear heading and the key facts as a short list. 3. A friendly newsletter paragraph under 120 words. Keep every date, time and price exactly the same in all three.

PROMPT 5

Wording for a poster

You have the event and need words that fit on one sheet.

> Write the words for a poster for **[event]** on **[date, time, place]**. A headline of six words or fewer, one line saying who it is for, three short reasons to come, and one line on how to book or just turn up. Nothing else.

PROMPT 6

The same notice in two languages

Your community reads more than one language.

> Translate this notice into simple, natural **[language, e.g. Bengali, Urdu, Arabic, Polish, Welsh]**. Keep the dates, times, prices, names and addresses exactly as they are. Then show the English and the translation one under the other, ready to print. Notice: **[paste]**

Tip: Ask someone who reads the language to check it before it goes out. AI translations can sound stiff or get a word wrong.

PROMPT 7

A month of posts

The group's page has been silent since the summer fair.

> Plan four weeks of posts for the Facebook page or WhatsApp channel of a **[type of group]**. Two a week. Mix: what is coming up, a thank-you, a photo idea, a simple question to get replies, and a call for helpers. Write each post in under 60 words. Our news this month: **[list it]**.

Volunteers and money

PROMPT 8

Ask for helpers without the guilt

The same four people do everything.

> Write a short, cheerful message asking for helpers for **[event or task]** on **[date]**. Say exactly what each job is and how long it takes. **[Say that no experience is needed, if that's true.]** Offer a small job for people who can only spare 30 minutes. Say how to reply. Under 100 words. No guilt.

Tip: If the job involves children or adults at risk, your safeguarding policy and its checks still apply.

PROMPT 9

A fair rota

You need cover for every week and nobody should get three in a row.

Make a rota for **[task]** for the next **[8]** weeks. The helpers are: **[first names or initials]**. Each slot needs **[number]** people. Nobody should be on two weeks running. These people can't do these dates: **[dates only, no reasons]**. Show it as a simple table, then list how many slots each person has so I can see it is fair.

Tip: Use first names or initials only, and check the finished rota yourself before you send it round. If it covers children or adults at risk, check it against your supervision rules too.

PROMPT 10

An honest appeal

The roof, the minibus or the kit needs paying for.

Write a fundraising appeal for **[what the money is for]** for a **[type of group]**. We need **[amount]** by **[date]**. Say plainly what the problem is, what the money will pay for, and what difference it makes to the people who use the group. Say how to give and leave a gap for the details. Warm and honest, with no exaggeration and no pressure. Under 180 words.

PROMPT 11

A thank-you that sounds meant

The event is over and people gave their time or money.

Write a thank-you message from **[type of group]** after **[event or appeal]**. We raised **[amount]** and **[number]** people helped. Say what the money or the help will make possible. Thank the helpers by job, not by name, so nobody is missed. Under 100 words.

PROMPT 12

The treasurer's report in plain English

The figures are right, and nobody at the meeting understands them.

Write a short treasurer's report for a committee meeting in plain English. Money in this period: **[amounts and type, e.g. subs, a grant, fundraising. No donor or member names]**. Money out: **[amounts and what for]**. Balance now: **[amount]**. Anything unusual: **[explain]**. Say in one sentence whether we are in a better or worse position than last time and why. Do not change any of my numbers.

Tip: Type the figures in yourself and check them against your records. AI is good at wording and can be poor at arithmetic.

Check before it goes out

- Are the date, time, place and price right? Read them against your own notes.
- Could anyone be recognised who wouldn't want to be?
- Does it sound like your group? Change the words until it does.
- Has a second person read it? Two pairs of eyes beat one AI.

Get your evenings back

Tell doingit.today one job you do for your group every month, such as the minutes or the rota. We'll map it into plain steps, mark where AI can help, and teach you each one in a short lesson.

Free to start. No tech background needed.

Start free at doingit.today

Read more

- If your group is a registered charity: A one-page AI policy for a small charity
- Applying for a grant? Funding bids with AI
- Our checklist: What never to paste into AI

Free to share and print, with this line kept on. AI tools make mistakes, so check anything that matters before you use it. doingit.today is run by DoingIt Limited, registered in England and Wales, company number 17108880. The tool names belong to their owners.