⚡ChatGPT Quick-Start Guide for Impact100 Chapters

Your Virtual Volunteer for Writing, Organizing, and Ideas

✍️ The Formula for a Great Prompt

Give ChatGPT enough context to do its best work.

Include:

- **Context:** Who you are or your role
- **Goal:** What you need it to do
- **Audience:** Who it's for
- **Tone:** Warm, professional, celebratory, etc.
- **Format:** Email, caption, agenda, policy, etc.

Example Prompt:

> "You're the communications chair for Impact100 Cleveland. Write a short, heartfelt Instagram caption promoting our November info session."

✅ *Tip: Start small. You can always say "Try again" or "Make it shorter."*

⚡ Quick Fixes for Better Results

- Say **"Refine this"** or **"Make it sound warmer."**
- Ask for **3 versions** to choose from.
- Paste your text and say:

  > "Polish this draft for clarity and tone."

- Save your favorite prompts in a shared **Google Doc Prompt Library.**
- Try the same prompt for multiple uses:
  - Facebook post
  - Newsletter blurb

- Eventbrite description
  (You don't need to start from scratch each time!)

🤝 Use It Wisely

- Don't share private or confidential information.
- Always **human-edit before publishing.**
- Keep your chapter's **voice and values**.
- If appropriate, note "AI-assisted content."

🟣 *AI + Human = Impact*

💜 Keep It On-Brand

Help ChatGPT sound like *your* chapter.

- Use your Impact100 fonts (Open Sans, Abril Display)
- Stick to your lavender and supporting color palette
- Write with warmth, inclusion, and professionalism

Prompt Example:

> "Match the friendly, collaborative tone of Impact100. Write like a woman-to-woman conversation, clear and kind."

🗂️ Bonus Tips for Chapters

✅ Create a **shared prompt library** in Google Drive
✅ Encourage committee chairs to "adopt" ChatGPT for routine tasks
✅ Use it to **summarize training materials or FAQs** for new members
✅ Start a **new chat for each project** (Grants, Membership, Events)
✅ Don't use one chat for everything — it helps ChatGPT stay focused
✅ Upgrade to **ChatGPT Plus ($20/mo)** for faster, smarter responses
✅ Try **Custom GPTs** to save your Impact100 tone and settings

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🌟 Final Thought

> ChatGPT isn't replacing volunteers — it's *freeing them up* to focus on what truly matters: connection, community, and collective impact.