Intro to AI for Small Charities exercise sheet

Exercise: What could AI be useful for or not?

Consider the following example.

Imagine you run a small charity supporting carers:

- ✓ Adult and young carers
- ✓ Serving diverse communities
- ✓ Stretched staff team of five with mixed digital skills
- ✓ Volunteers helping with a range of projects

Discuss in your small groups:

1. How could AI help this small charity with common tasks?
2. When would a staff member or volunteer be needed or could perform the task better?

Feedback one idea when you return to the main training session where everyone is together.

You may wish to nominate someone to speak.

DEMO and DO

You will see a video that shows you how to perform a task in your AI tool using a prompt for each exercise (or your trainer may demo this live).

You will then be asked to try this for yourself. The suggested prompts are in the following exercises.

You can copy and paste these prompts if you would like to follow along. You are welcome to create your own prompts for your own work instead of using these.

There is no personal data in the training materials. You can play and explore. This is a fictional example:

> *Care Eat Share is a community cooking project in Plymouth that brings residents together to cook and share a meal.*

superhighways
harnessing technology for community benefit

Exercise 1: Generating ideas

Prompt:

I'm setting up a community cooking project. Can you create a simple plan for me to get me started?

Follow up prompt (if time):

Our first evening session on Wednesday 5pm to 8pm is in 6 weeks' time. Can you give the plan a timeline?

Exercise 2: Creating social media copy

Create a Facebook post for the community cooking project.

Prompt:

Hi, can you produce a Facebook post for our community cooking project called Care Eat Share that helps residents in Plymouth come together to create a shared meal. We want to reach adults over 25. The cooking project takes place on Wednesday evenings from 5pm to 8pm at Community Kitchen on Vauxhall Quay. Please include the sign-up email info@care-eat-share.org.uk and any relevant hashtags. The tone should be friendly and welcoming.

Follow up prompts

If you have time why not refine the results further by asking some more questions?

For example:

Can you make the tone more fun?

Or you could ask AI to create more posts or for a different social media platform such as Instagram.

Exercise 3: Creating graphics

Create a graphic or poster to use alongside the text of the Facebook post.

For this exercise you will upload a photo for it to use within your graphic. It's OK to use the photos below. They are free photos from Pixabay.

1. Go to Pixabay and download this free photo of a pan cooked dish:
2. https://pixabay.com/photos/meal-dish-pan-cooking-food-dining-5541160/
   Image by startmp0313 on Pixabay
   An alternative is this Lasagne dish: https://pixabay.com/photos/lasagna-cheese-tomatoes-noodles-1900529/

Image by Rita E. on Pixabay

3. Click on the Plus sign in your AI prompt box
4. Upload the image from your downloads folder on your computer
5. Paste the prompt into the box
6. Click on the arrow to start the conversation

Prompt:

Hi, can you produce a Facebook post image for our community cooking project called Care Eat Share that helps residents in Plymouth come together to create a shared meal. Include the image from our recently cooked food and use its colours. We want the image to be friendly, inviting and accessible. The poster needs to include the sign-up email info@care-eat-share.org.uk

Follow up prompt

What graphic do you get? Is there anything you would like to ask AI to change?

For example: *Can you adjust the text to be a darker shade of its colour?*

Exercise 4: Creating guidelines referring to a specific website link
Prompt:

Create a list of key dos and don'ts for a community cooking project to share with its volunteers to ensure safe preparation of meals, complying with HSE guidance here https://www.hse.gov.uk/catering/

Exercise 5: Data analysis of feedback form results
(Optional, there's unlikely to be time to do this exercise in training).

Prompt:

Looking at the feedback survey responses in this Excel spreadsheet, analyse to provide 1) A chart visualising the responses to the rating scale question about experience today (1 is low, 5 is high) and 2) the top five barriers people gave that may stop them from being able to attend the session in future 3) Three improvement ideas we can realistically action in the next month

If you want to try this exercise – download the dataset from this folder