AI-Where do I start?

Putting AI to Work for Our Veterans & Communities

Practical, beginner-friendly tools to craft event flyers, unit newsletters, & more in minutes!

45 min hands-on guide

“Service, not self” in the digital age

Core Objective: More Mission, Less Desk Time

80%

Drafting Time Saved

- Think of AI as an Eager Volunteer: It drafts text, brainstorms ideas, and organizes thoughts and details
- You hold the red pen: You provide personal touch, local post facts, and official Auxiliary Voice

Accessible Tools

Google Gemini

gemini.google.com/app

ChatGPT

Chatgpt.com

Microsoft Copilot

Copilot.com

Prompting 101:
The 3 Keys to Asking AI for Anything

Goal: Draft a flyer- Veterans Day Dinner at Post 1

Details: Provide AI the information you want to convey- date, time & details

Tone: What do you want your flyer to look like-Patriotic, professional, warm, concise

Too Vague?

Create a flyer about Veterans Day Dinner at post 1 on November 7, 2026



Specific & Structured

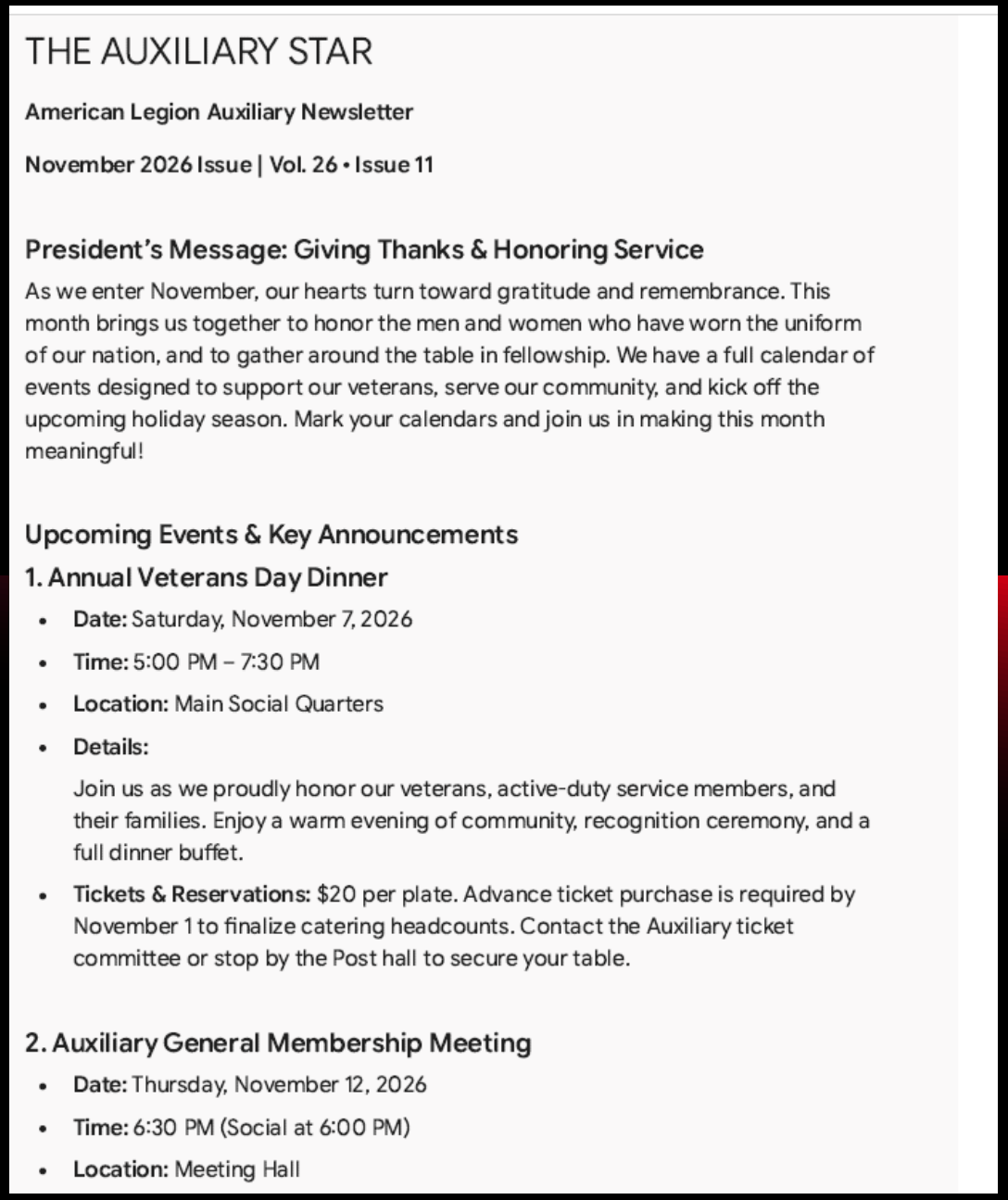
Create a professional, patriotic flyer for Veterans Day Dinner at Post 1 on November 7, 2026. $20.00 a plate. Roast Beef, Potatoes and Gravy with Apple Pie for dessert. Dinner will be served from 5-7 pm. All members and their guests welcome. Please purchase your tickets online at www.Auxiliary.xxx or call 555-555-5555. Tickets must be purchased by November 1. Sponsored by the Auxiliary.



Example: Turning rough notes into a monthly newsletter

Too Vague?

Create the November issue of the Auxiliary Star. Veterans Day Dinner, Thanksgiving Dinner, Auxiliary General Meeting, kids Holiday party



THE AUXILIARY STAR

American Legion Auxiliary Newsletter

November 2026 Issue | Vol. 26 • Issue 11

President's Message: Giving Thanks & Honoring Service

As we enter November, our hearts turn toward gratitude and remembrance. This month brings us together to honor the men and women who have worn the uniform of our nation, and to gather around the table in fellowship. We have a full calendar of events designed to support our veterans, serve our community, and kick off the upcoming holiday season. Mark your calendars and join us in making this month meaningful!

Upcoming Events & Key Announcements

1. Annual Veterans Day Dinner

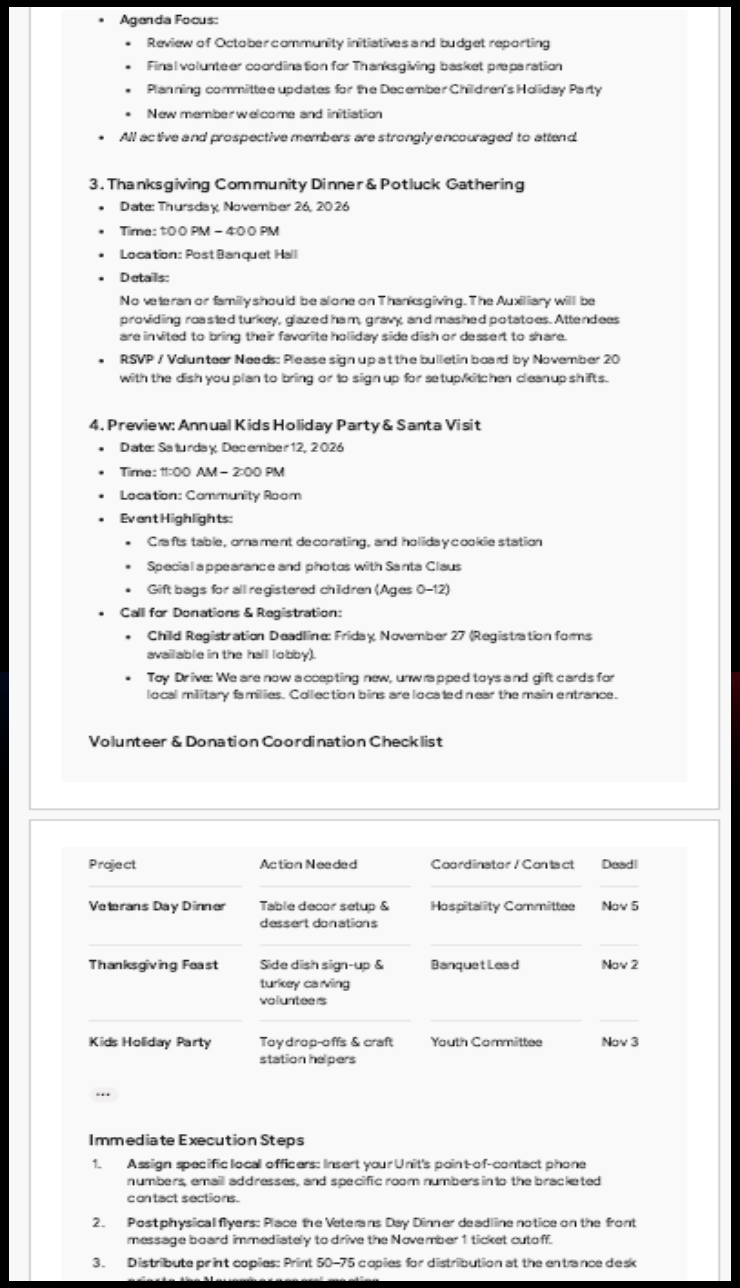
- **Date:** Saturday, November 7, 2026
- **Time:** 5:00 PM – 7:30 PM
- **Location:** Main Social Quarters
- **Details:**

  Join us as we proudly honor our veterans, active-duty service members, and their families. Enjoy a warm evening of community, recognition ceremony, and a full dinner buffet.
- **Tickets & Reservations:** $20 per plate. Advance ticket purchase is required by November 1 to finalize catering headcounts. Contact the Auxiliary ticket committee or stop by the Post hall to secure your table.

2. Auxiliary General Membership Meeting

- **Date:** Thursday, November 12, 2026
- **Time:** 6:30 PM (Social at 6:00 PM)
- **Location:** Meeting Hall

Example of newsletter continued



- **Agenda Focus:**
  - Review of October community initiatives and budget reporting
  - Final volunteer coordination for Thanksgiving basket preparation
  - Planning committee updates for the December Children's Holiday Party
  - New member welcome and initiation
- *All active and prospective members are strongly encouraged to attend.*

3. Thanksgiving Community Dinner & Potluck Gathering

- **Date:** Thursday, November 26, 2026
- **Time:** 1:00 PM – 4:00 PM
- **Location:** Post Banquet Hall
- **Details:**
  No veteran or family should be alone on Thanksgiving. The Auxiliary will be providing roasted turkey, glazed ham, gravy, and mashed potatoes. Attendees are invited to bring their favorite holiday side dish or dessert to share.
- **RSVP / Volunteer Needs:** Please sign up at the bulletin board by November 20 with the dish you plan to bring or to sign up for setup/kitchen cleanup shifts.

4. Preview: Annual Kids Holiday Party & Santa Visit

- **Date:** Saturday, December 12, 2026
- **Time:** 11:00 AM – 2:00 PM
- **Location:** Community Room
- **Event Highlights:**
  - Crafts table, ornament decorating, and holiday cookie station
  - Special appearance and photos with Santa Claus
  - Gift bags for all registered children (Ages 0–12)
- **Call for Donations & Registration:**
  - **Child Registration Deadline:** Friday, November 27 (Registration forms available in the hall lobby).
  - **Toy Drive:** We are now accepting new, unwrapped toys and gift cards for local military families. Collection bins are located near the main entrance.

Volunteer & Donation Coordination Checklist

Project	Action Needed	Coordinator / Contact	Deadl
Veterans Day Dinner	Table decor setup & dessert donations	Hospitality Committee	Nov 5
Thanksgiving Feast	Side dish sign-up & turkey carving volunteers	Banquet Lead	Nov 2
Kids Holiday Party	Toy drop-offs & craft station helpers	Youth Committee	Nov 3

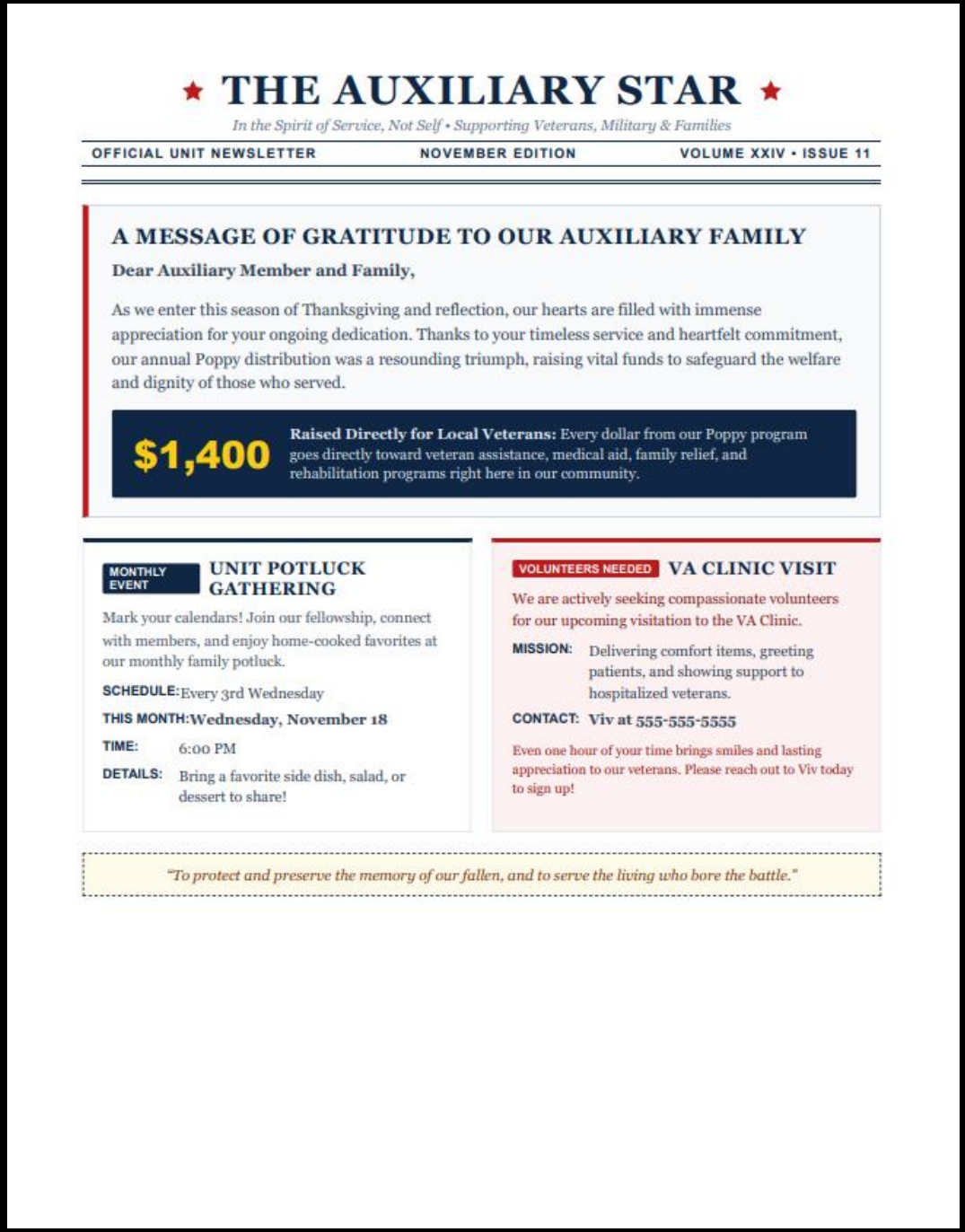
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Immediate Execution Steps

1. **Assign specific local officers:** Insert your Unit's point-of-contact phone numbers, email addresses, and specific room numbers into the bracketed contact sections.
2. **Post physical flyers:** Place the Veterans Day Dinner deadline notice on the front message board immediately to drive the November 1 ticket cutoff.
3. **Distribute print copies:** Print 50–75 copies for distribution at the entrance desk

Specific and Structured: Add all the details, dates, times, locations from your notes and AI will organize and shape your project into a professional looking document!

Create the November issue of the Auxiliary Star. Make it look professional and patriotic. Dear Auxiliary Members and their Family, Thanks to your timeless service our annual Poppy distribution raised $1400 directly supporting local veterans. Add to it Mark your calendars for unit potluck that gathers every 3rd Wednesday at 6:00 pm. This months is Wednesday November 18. We are still seeking volunteers for our upcoming VA Clinic visit, Please contact Viv at 555-555-5555 if interested.



★ THE AUXILIARY STAR ★

In the Spirit of Service, Not Self • Supporting Veterans, Military & Families

OFFICIAL UNIT NEWSLETTER | NOVEMBER EDITION | VOLUME XXIV • ISSUE 11

A MESSAGE OF GRATITUDE TO OUR AUXILIARY FAMILY

Dear Auxiliary Member and Family,

As we enter this season of Thanksgiving and reflection, our hearts are filled with immense appreciation for your ongoing dedication. Thanks to your timeless service and heartfelt commitment, our annual Poppy distribution was a resounding triumph, raising vital funds to safeguard the welfare and dignity of those who served.

$1,400 **Raised Directly for Local Veterans:** Every dollar from our Poppy program goes directly toward veteran assistance, medical aid, family relief, and rehabilitation programs right here in our community.

MONTHLY EVENT

UNIT POTLUCK GATHERING

Mark your calendars! Join our fellowship, connect with members, and enjoy home-cooked favorites at our monthly family potluck.

SCHEDULE: Every 3rd Wednesday

THIS MONTH: **Wednesday, November 18**

TIME: 6:00 PM

DETAILS: Bring a favorite side dish, salad, or dessert to share!

VOLUNTEERS NEEDED

VA CLINIC VISIT

We are actively seeking compassionate volunteers for our upcoming visitation to the VA Clinic.

MISSION: Delivering comfort items, greeting patients, and showing support to hospitalized veterans.

CONTACT: **Viv at 555-555-5555**

Even one hour of your time brings smiles and lasting appreciation to our veterans. Please reach out to Viv today to sign up!

"To protect and preserve the memory of our fallen, and to serve the living who bore the battle."

Everyday Practicality

Four more ways Units can use AI today

1. Meeting Agendas, Minutes & More-Generate orderly business schedules
2. Scholarships-Draft clear student application criteria.
3. Donor letters-Express heartfelt gratitude to supporters.
4. Social Posts-Quick community captions.

Golden Rules

Always Remember:

- Double Check Dates & Times: AI can make small numerical mistakes so it must be reviewed.
- Paste any logos on after you have created your document, AI will often change logos.

Golden Rules

The Human Touch:

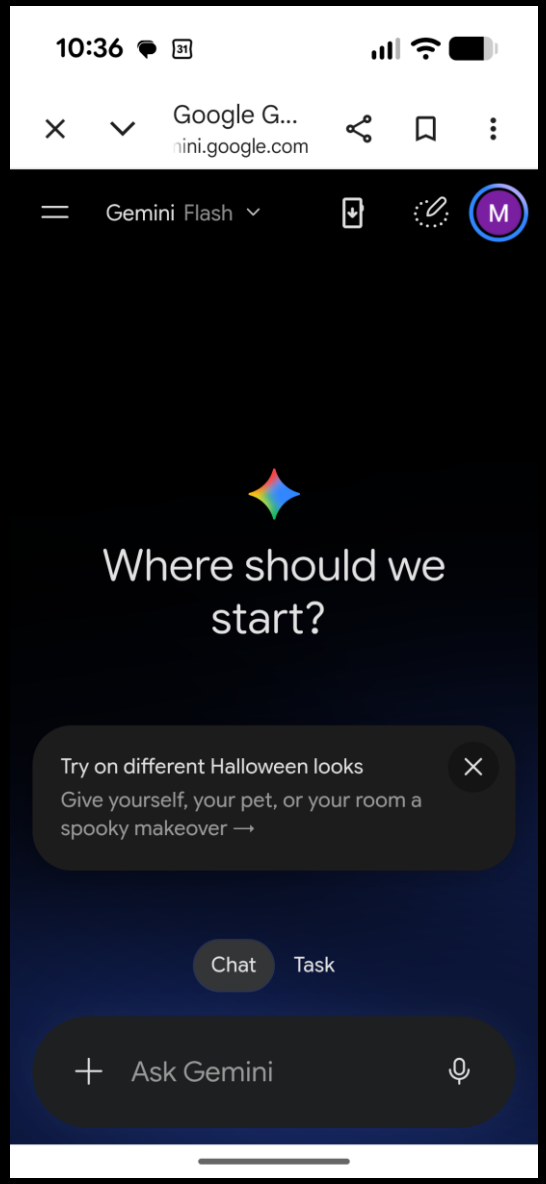
- Preserve Auxiliary Voice: Adjust wording to reflect your Units warmth and traditions
- Polish: Don’t hesitate to say “make it shorter and more patriotic.”

Service Not Self, Made Simple

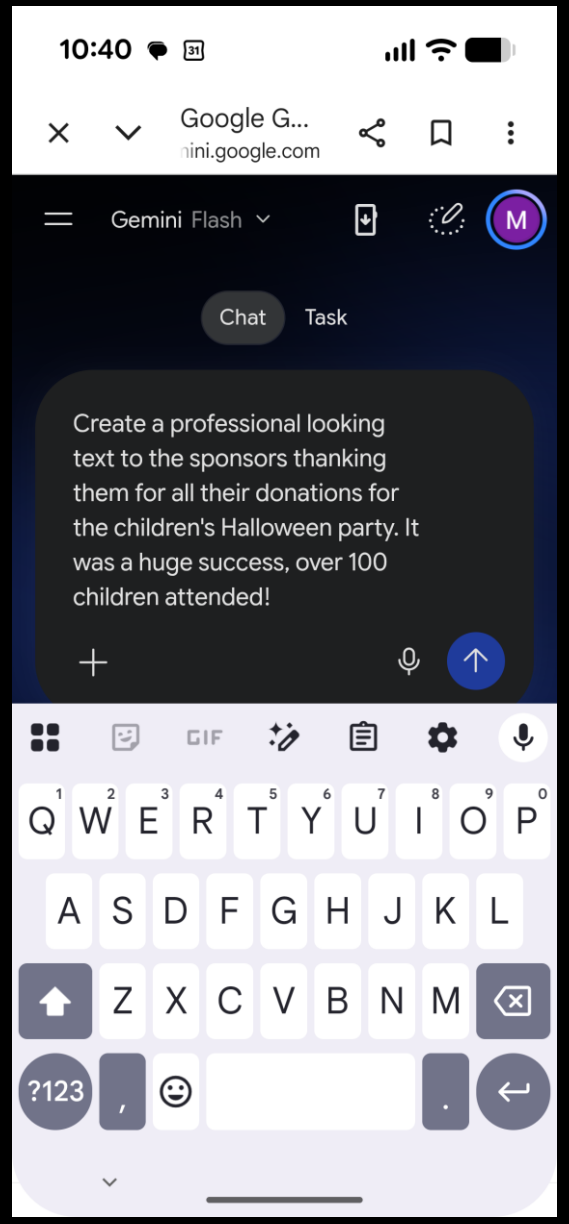
Try opening Gemini, ChatGPT or Copilot on your phone today.

Start with and paragraph or two for your next Unit event!

Now you may ask, ok, but where should I start?

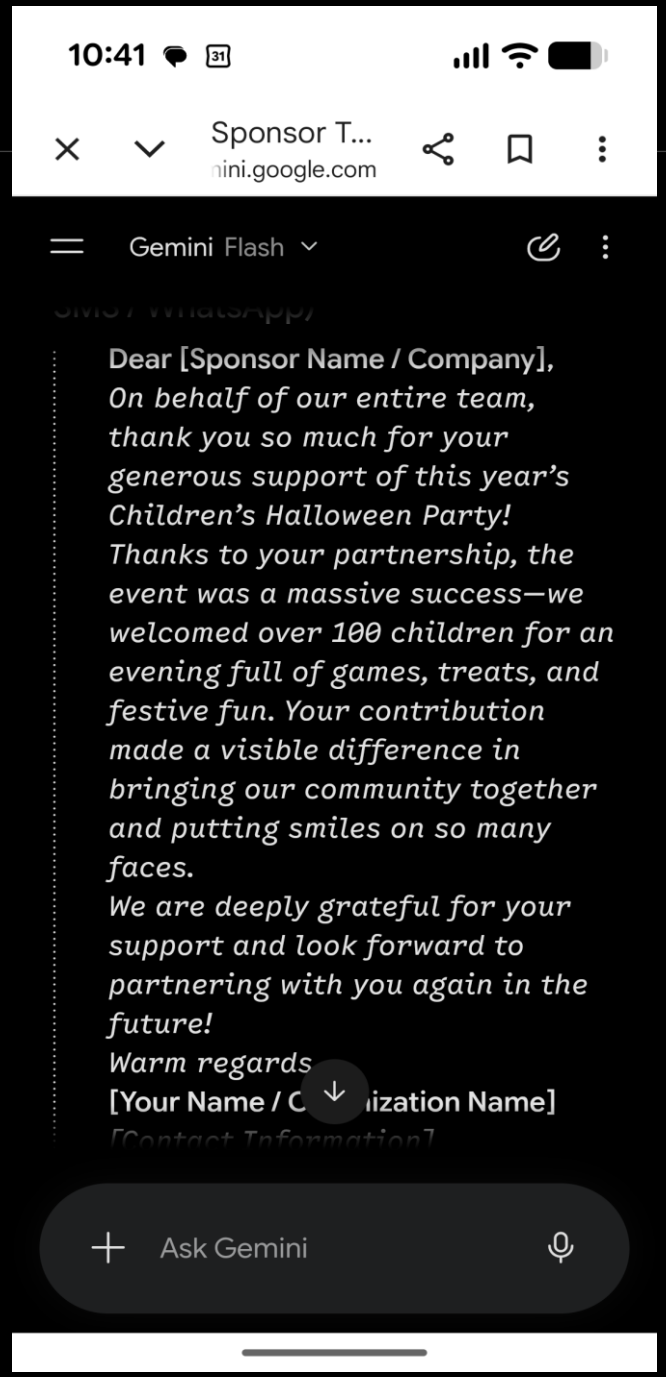


Super simple, just start typing or talking about what you want to create.

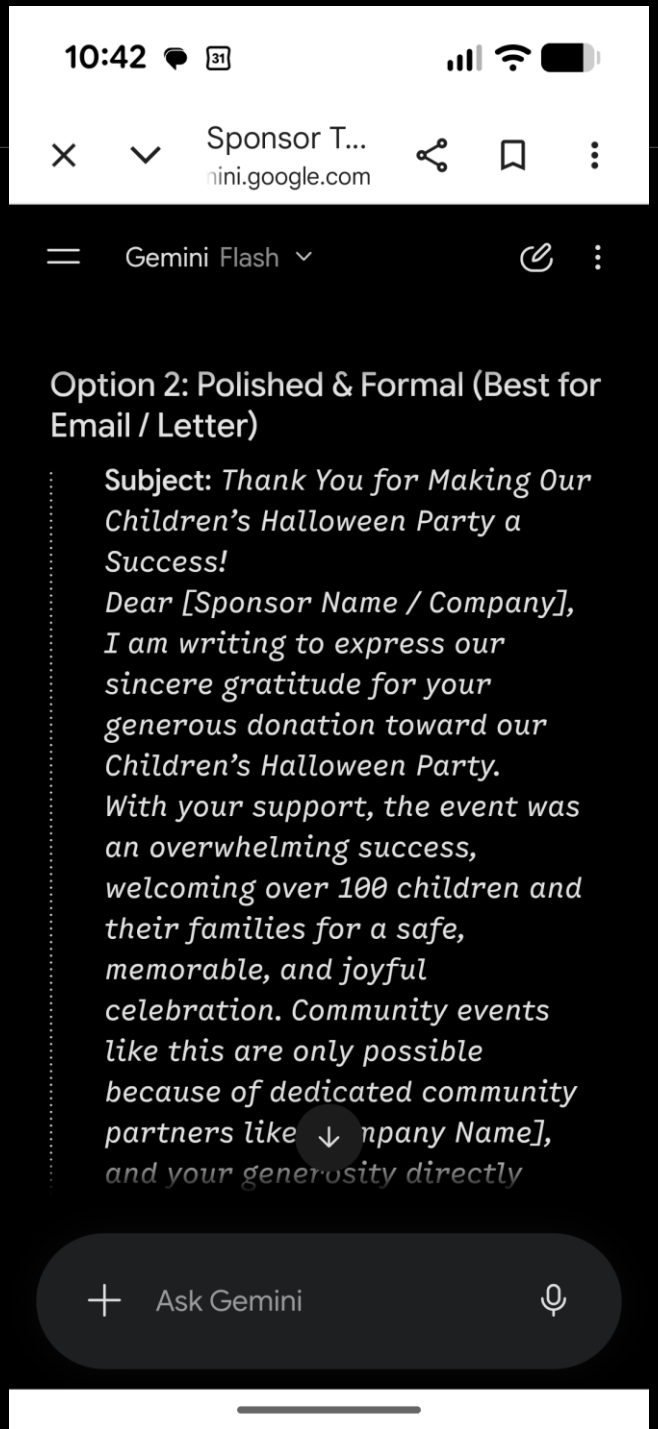


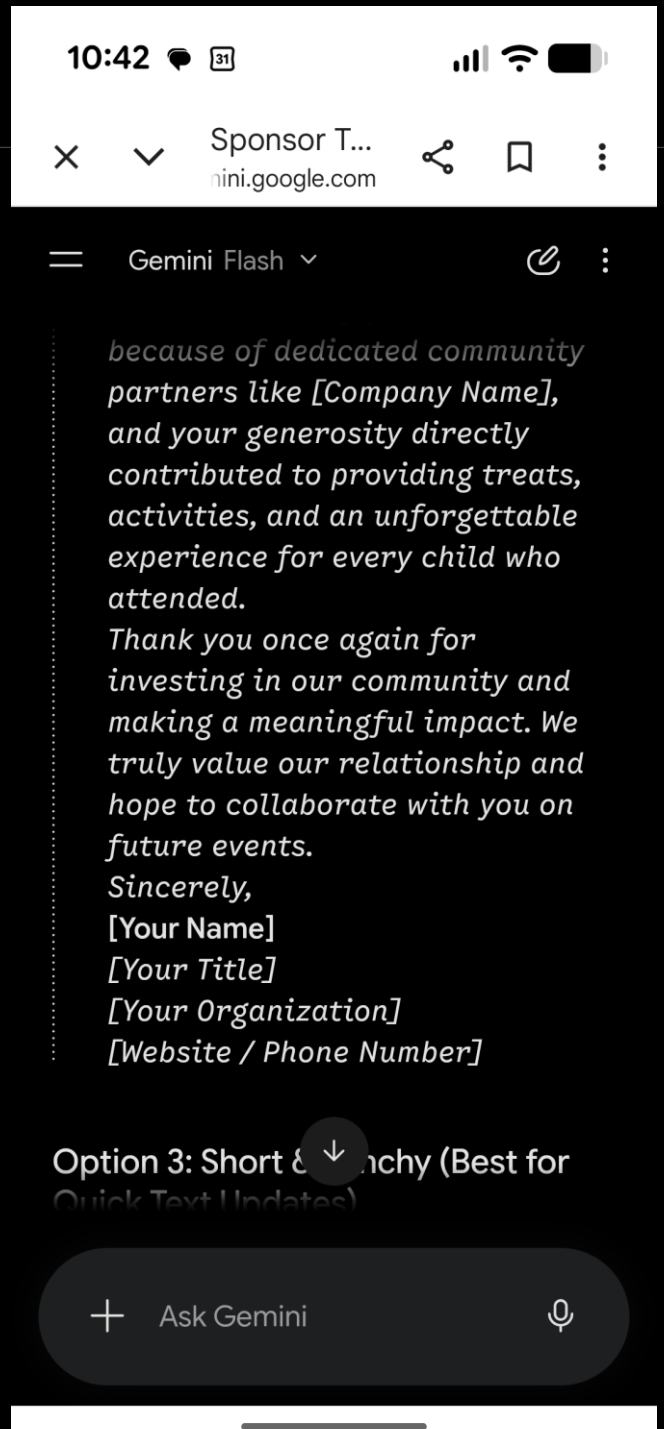
Normally it will give you a couple different options.

Option 1
Direct and Warm (Best for SMS/WhatsApp)



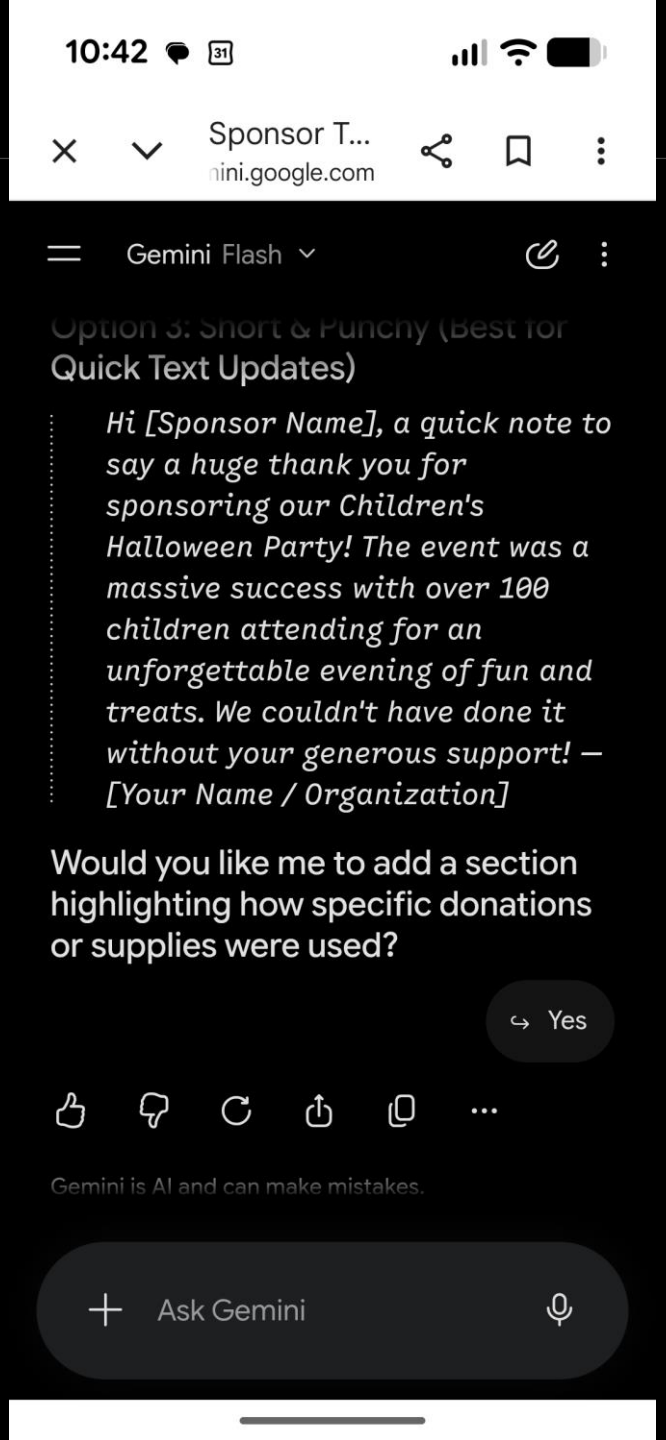
Option 2
Polished & Formal
(Best for Email/Letter)



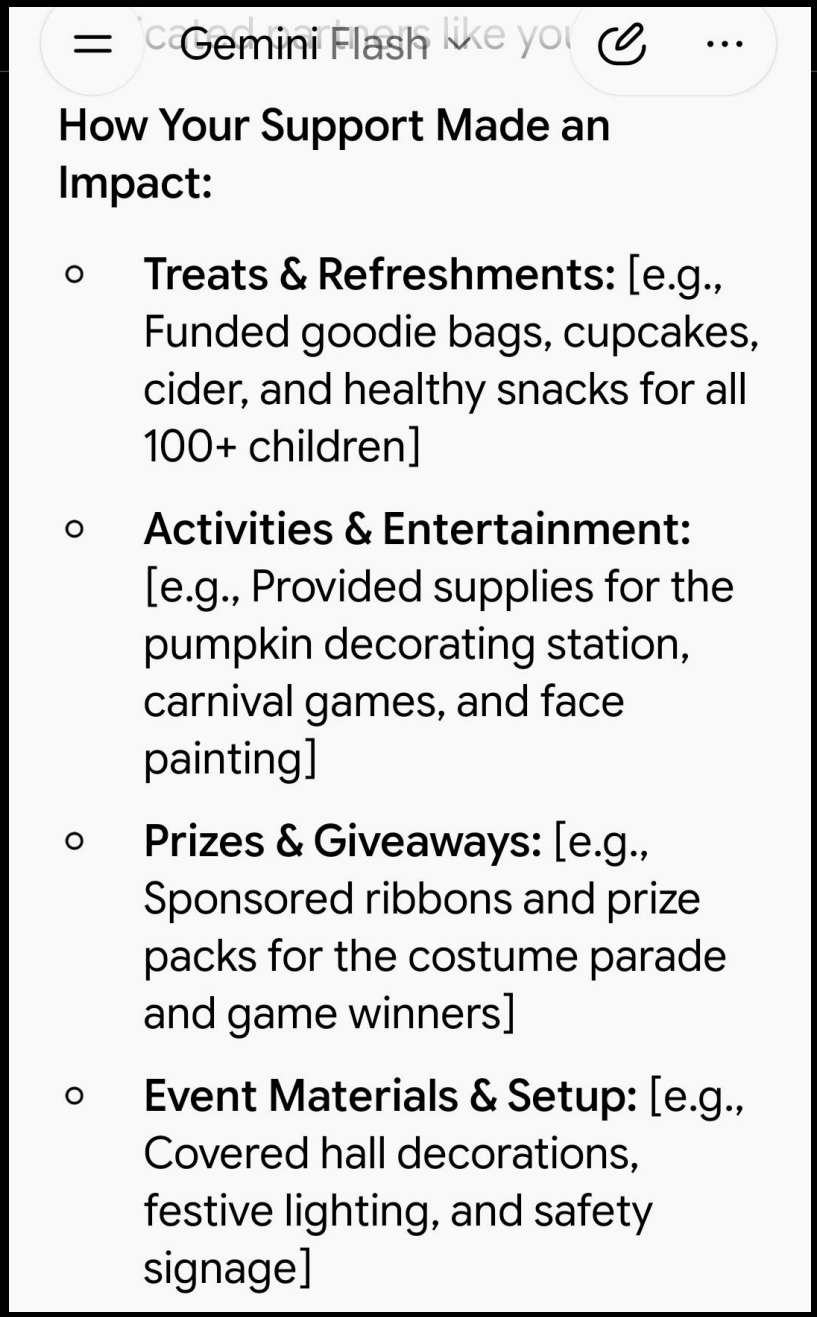


Option 3
Short & Punchy (Best for Quick Text Updates)

Hit “Yes”

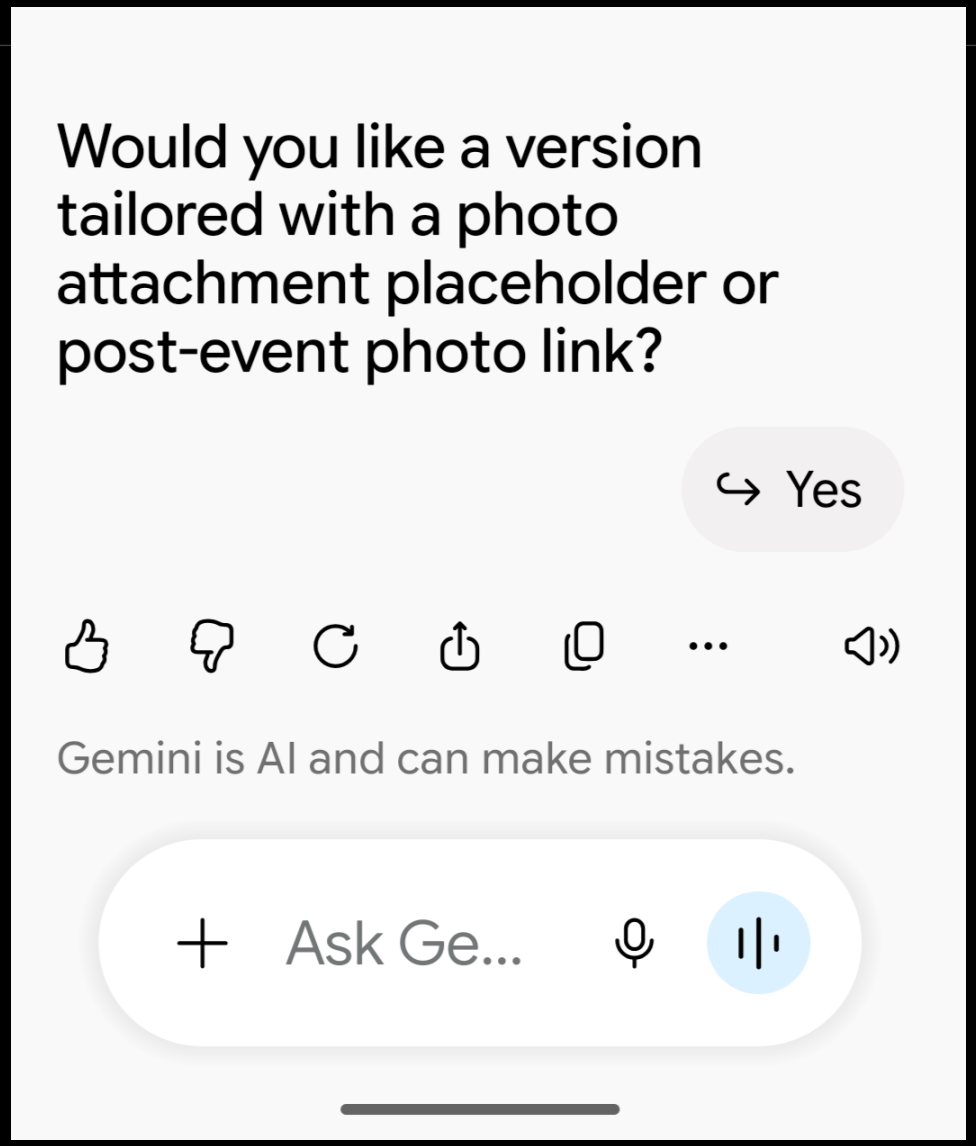


It will give ideas for you to add to your creation!



It will again ask you if you want it to create an idea it gives you. It will go on and on as far as you want to take it, the creation is yours to explore!

I encourage everyone to give it a shot, it can open up a whole new world for you!



All AI used in this PowerPoint is from Google Gemini