

Using AI with the Rotary Four-Way Test

This is a simple guide for using an AI tool such as ChatGPT or Microsoft CoPilot to plan, write, and review Rotary materials using the Four-Way Test as your “guiding star.”

Key Tip: You can start with short, simple prompts. If the answer isn’t quite right, you can *upgrade* the prompt and ask again.

The Four-Way Test (quick reminder)

1. Is it the TRUTH?
 2. Is it FAIR to all concerned?
 3. Will it build GOODWILL and BETTER FRIENDSHIPS?
 4. Will it be BENEFICIAL to all concerned?
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The “Prompt Ladder” (start simple → improve if needed)

Level 1: Simple starter prompt (totally okay!) Use this when you’re new or just exploring.

Example (planning an event):

“Help me plan a youth basketball tournament that follows the Rotary Four-Way Test.”

Level 2: Add just two things (Goal + Context)

Example:

“Help me plan a one-day youth basketball tournament (ages 11–14, 8 teams) that follows the Rotary Four-Way Test. Include a checklist and a few key policies.”

Level 3: Add the “5 Tips” (the version used in training)

When you want stronger, more targeted output, include:

The 5 Tips

1. Clear goal (what you want back)
2. More descriptive context (who/what/where constraints)
3. Assign a role (who the AI should act as)
4. Audience + tone (who it’s for, how it should sound)
5. Make it conversational (ask for outputs you can use)

Example (still beginner-friendly):

Role: You are a Rotary Club program chair and youth sports tournament organizer.

Audience & tone: Rotary volunteers; clear and practical.

Goal: Create a one-day tournament plan aligned to the Four-Way Test.

Context: Ages 11–14, 8–12 teams, school gym, volunteers + referees, low-cost with fee waivers.

Please include: a checklist, code of conduct, sponsor guidelines, and a simple game-day schedule.

“Use AI for…” (easy examples)

A) Planning an activity/project. Simple prompt:

“Give me a planning checklist for a Rotary event using the Four-Way Test.”

B) Writing content (flyer, email, speech, social post). Simple prompt:

“Write a short flyer for our Rotary event that follows the Four-Way Test.”

C) Spot-checking a draft you already wrote. Paste your text and say:

“Review this for Four-Way Test alignment. Flag anything unclear, unfair, or misleading and suggest simple edits.”

Quick “Reality Checks” (use every time)

Before you publish or act on AI output, check:

- Truth: Are dates, prices, rules, and claims accurate and specific?
- Fairness: Are there barriers (fees, access, selection rules) that need options like waivers?
- Goodwill: Is the tone respectful? Does it prevent conflict?
- Benefit: Who gains—and who might be harmed or excluded?

IMPORTANT: If something matters legally/safely (youth protection, medical plan, permissions), treat AI as a helper—not the final authority.

Using ARCHIE (Rotary’s AI in ChatGPT)

What to use it for: Quick help drafting Rotary communications, checklists, agendas, and ideas—then **review with the Four-Way Test** before sharing.

How to use it (simple):

1. Open ARCHIE in ChatGPT (access + setup steps vary).
2. Start with a *simple prompt* (examples above). Over time, refine your prompts with greater detail to refine the results.

More info / access details:

See the official ARCHIE info page from Rotary District 5240:

<https://rotarydistrict5240.org/stories/introducing-archie-ai-for-rotary-clubs>

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To learn more, watch the following AI generated video: <https://youtu.be/TR3Rtt8kvyU>