

AI Prompt Kit for Network Partners

How to Use This Toolkit

This toolkit provides practical, copy-and-paste AI prompts designed specifically for shelter and rescue leaders.

To use a prompt:

- Copy the full prompt into your AI tool of choice.
- Replace bracketed sections (like [insert data here]) with your information.
- Refine the output by asking follow-up questions (e.g., “Make this shorter,” “Add more empathy,” or “Make this board-ready.”).
- Always review the response and edit before sharing publicly.

Executive Leadership Support

City Council Preparation

Prompt: Prepare talking points for a city council budget discussion using this information: [insert financial and operational data]. Include anticipated objections and responses.

Hiring

Prompt: Using the following tasks list, draft a job description for a [Insert job title, level and task list].

Strategic Planning Support

Prompt: Based on the following challenges and goals, draft 3 SMART goals for the next 12 months: [Insert your organizations challenges and goals: these can be simple bullet points].

Internal Efficiency & Team Support

Volunteer Recruitment Messaging

Prompt: Draft a volunteer recruitment email targeting [audience]. Include urgency, impact, and a clear next step.

Foster Onboarding Guide

Prompt: Create a simple foster onboarding outline including expectations, support resources, and communication guidelines.

Staff Meeting Agenda

Prompt: Create a 60-minute staff meeting agenda focused on reviewing performance metrics and identifying one operational improvement opportunity

Communications

Press Release Draft

Prompt: Draft a press release announcing [event/campaign]. Include a compelling headline, 2 quotes, community impact, and a clear call to action.

Crisis Statement

Prompt: Draft a transparent public statement addressing [crisis situation]. Include empathy, actions being taken, and reassurance to the community.

Emotional Rewrite

Prompt: Rewrite the following announcement to be emotionally compelling while maintaining professionalism: [insert text].