

Free AI Tools for Small Organizations

Area	Free Tools	Example Applications
HR / Staff	ChatGPT (free), Duolingo, Khan Academy AI	Draft job postings, staff FAQs, adaptive training
Funding	Grammarly, ChatGPT, Grantable (trial)	Drafting grant proposals, summarizing RFPs, generating reports
Admin / Finance	Wave Accounting, Google Sheets + AI add-ons, Zapier (free tier)	Expense tracking, forecasting, task automation
Board / Governance	Otter.ai (free tier), Notion AI (trial)	Meeting transcription, summarizing reports, board packet prep
Outreach	Canva (free AI tools), Buffer (free plan), Typeform + AI summaries	Social media content, scheduling posts, analyzing surveys

Which AI tools are you using?

Tool	Applications

Table Exercise Instructions

For each area below, rate your organization's current level of AI adoption using the scale:

- **0 = Not explored**
- **1 = Early exploration**
- **2 = Actively testing**
- **3 = Regularly using**

Area	Rating (0–3)	Examples
HR / Staff	___	job postings, training, onboarding
Funding	___	grant writing, proposal reviews
Admin / Finance	___	expense tracking, automation, forecasting
Board / Governance	___	meeting prep, minutes, succession planning
Outreach	___	social media, surveys, chatbots

Table Discussion Questions (10 minutes each):

1. Which areas show the **highest current adoption**?
2. Which areas are the **biggest opportunities for growth**?
3. Pick 1:
 - Where do you want your district to be in **2 years**?
 - What's one **low-risk AI pilot project** we could try in the next 6 months?
 - What are we **most concerned about** with regard to AI adoption at your district?