



1

WEBSITE CLARIFICATION		
Entity	Website Software Program	Website Address
International	Altrusa – Member Resources Group Tally Payment of Int'l Dues & District Dues by Club Treasurer Membership Management for Int'l	https://www.Altrusa.org/ generic login altrusan / MamieBass1955 https://altrusa.grouptally.com/
District Nine	ClubRunner District Website / Resources District Events District Members	https://AltrusaDistrictNine.org/ personal username / personal password
Club	ClubRunner (or other paid platform) Your Club Website	https://altrusadistrictnine.org/page/CLUBNAME (Some Clubs have their own URL/website platform)

2

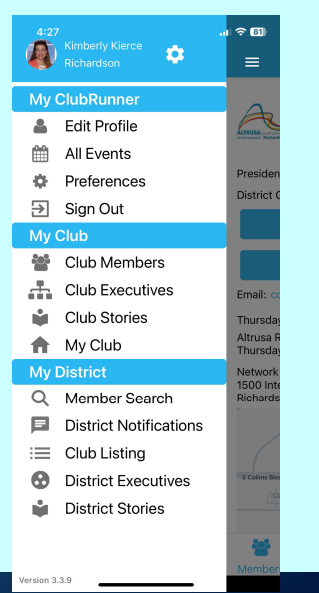
CR ClubRunner App

Stay Connected with Your Club and District using the ClubRunner Mobile App!

App available on iOS and Android

Connect quickly with **Club** and **District** information right from the palm of your hand!

THERE'S AN APP FOR THAT!



3

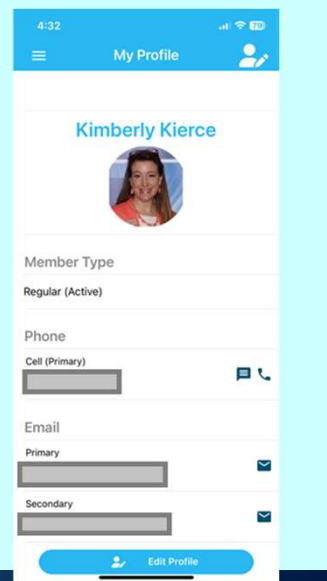
CR ClubRunner App

Stay Connected with Your Club and District using the ClubRunner Mobile App!

Update Your Profile

View your profile effortlessly through our intuitive interface. Edit your information and preferences seamlessly, ensuring they're always up-to-date.

THERE'S AN APP FOR THAT!



4

CR ClubRunner App

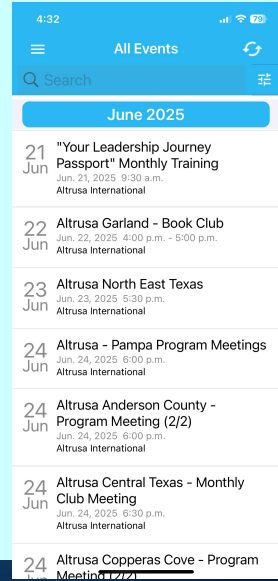
Stay Connected with Your Club and District using the ClubRunner Mobile App!



Explore upcoming events and speakers

Access all of your upcoming events and calendar items, and view event details, including associated links, download files and venue map. View who the latest speakers are and learn more about their presentation topic - both for your club and district.

THERE'S AN APP FOR THAT!



5

CR ClubRunner App

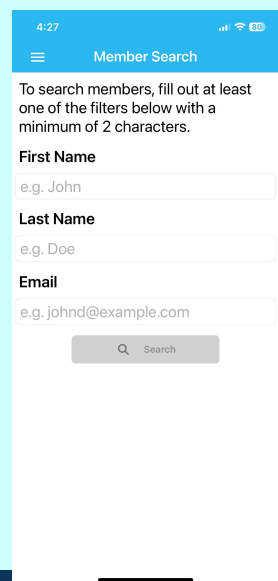
Stay Connected with Your Club and District using the ClubRunner Mobile App!



Member Directory

Immediately view the most up to date member directory, upon login. You can browse your member profiles which give you the necessary contact information you need to connect with just one click. Make a call or text, email them directly from your device, or even add them to your contacts list.

THERE'S AN APP FOR THAT!



6

CR ClubRunner App

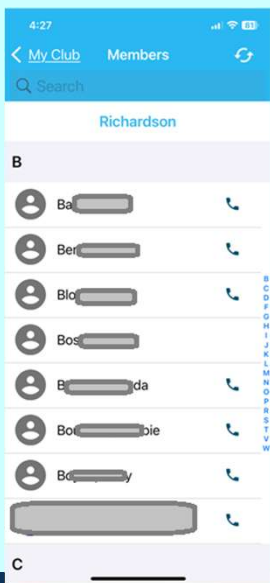
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7

CR ClubRunner App

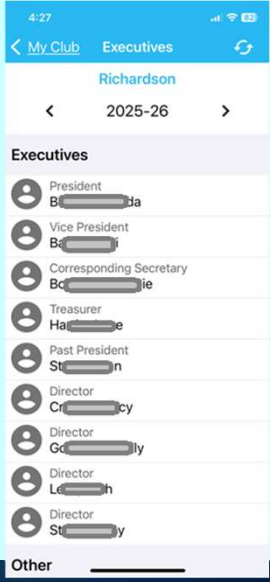
Stay Connected with Your Club and District using the ClubRunner Mobile App!



Club & District Executives and Directors

View and contact your club/district executives and directors from current, past and future years. You can browse their profiles and connect with one tap.

THERE'S AN APP FOR THAT!



8

CR ClubRunner App

Stay Connected with Your Club and District using the ClubRunner Mobile App!

Club & District Executives and Directors

View and contact your club/district executives and directors from current, past and future years. You can browse their profiles and connect with one tap.

THERE'S AN APP FOR THAT!

9

CR ClubRunner App

Stay Connected with Your Club and District using the ClubRunner Mobile App!

View Posts on Your Website

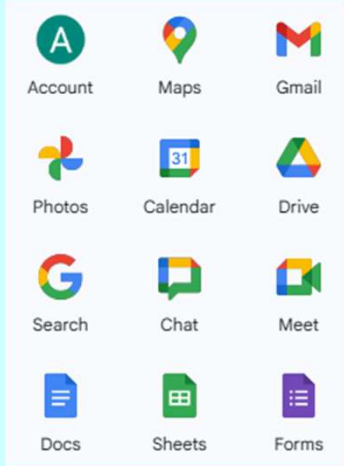
View the latest feed of home page stories that are on your own website and your district's site, directly on your phone, so you never miss any information!

THERE'S AN APP FOR THAT!

10

CLUB GMAIL BENEFITS

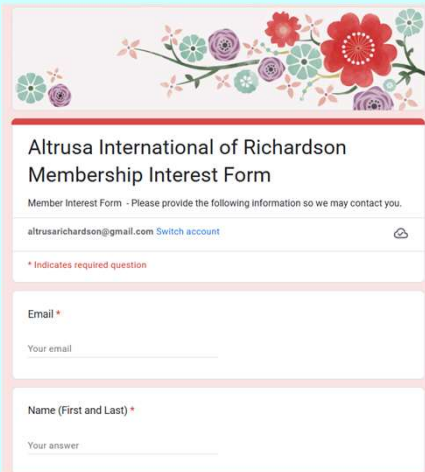
- Club/Business email is preferred over personal emails
 - ContactAltrusaClub@gmail.com
- Google Suite Forms:
 - Surveys (Feedback / Voting)
 - Online Forms
 - Membership Interest /Applications
 - Volunteer Hours
- Photo Sharing /Archiving (Photos)
- Document Sharing (Drive)
 - Board /Committee Planning



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CLUB GMAIL BENEFITS

• Member Interest Form



65%

became
an
Altrusan!

Timestamp	Email / Name (First and Last)	How w
1/22/2021 7:3	gotean Alisha Gimbel	Text
2/13/2021 23	g.annil Anil kumar G	Email
5/5/2021 14:2	jennife Jennifer Davidson	Email
5/24/2021 11	morgai Terri Morgan	Text
5/26/2022 11	nhamn Norma Hammerlund	Email
8/10/2022 13	bethlec Beth Leos	Text
9/12/2022 10	maryar Mary Anne Fernandez	Phone
4/22/2023 7:2	dcsige Dana A Maldonado	Email
5/10/2023 19	janetm Janet McColloch	Text
10/27/2023 9	kelly.p Kelly Pagel	Email
2/5/2024 20:2	b.berk Beril Berk	Phone
2/9/2024 9:07	hollygc Holly Goodside	Email
3/28/2024 15	ballown Nancy Ballow	Email
6/8/2024 13:3	isbrill@ Ilene Brill	Phone
11/19/2024 1	ktkunz Katherine Kunz	Email
12/7/2024 0:2	momm Paige Reno	Email
12/7/2024 11	tanush Tanushree (Tanu) Shivas	Email
12/13/2024 1	ecbfer Elizabeth Ferguson	Email
2/6/2025 17:0	christy Christy McLeod	Text
	65% became an Altrusan	

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CLUB GMAIL BENEFITS

• Volunteer Hours Tracking



2024-2025 Altrusa Richardson Volunteer Hours Reporting Form

Altrusa International of Richardson - It is the Member's responsibility to record volunteer hours in the most appropriate category. Please refer to the Committee Descriptions posted on the website if unsure.

altrusarichardson@gmail.com [Switch account](#)

CG Not shared

* Indicates required question

Last Name, First Name *

Your answer:

Reporting Timeframe *

Your answer:

SERVICE: Ability Connection Hours

Your answer:

SERVICE: Community Outreach Hours

(i.e. Network, Seniors, Bingo, Library Book Rotation, Richardson Reads One Book, Hopes Door, Warner Center, Friends Place, etc.)

Your answer:

94% of members
reported volunteer hours

Timestamp	Last Name, First Name	Reported Hrs	Cumulative Hrs	Reporting Timeframe	SERVICE: Ability Connection
TOTALS					290
Service Total	4,053.72				
Admin Total	6,043.20				
Other (non-Altrusa)	3,769.40				
GRAND TOTAL	13,866.32				
6/4/2024 15:05:59	Stuart, Jean	6.45	6.45	June 1-4, 2024	
6/4/2024 16:03:41	White, Sherri	55.00	61.45	Jan 1, 2024 to June 4, 2024	12
6/5/2024 20:33:34	Blome, Julia (Judy)	4.00	65.45	May 2024	
6/6/2024 16:45:16	Crowe, Nancy	26.00	91.45	5-1-2024 to 5-31-2024	
6/15/2024 20:01:58	Fernandez, Mary Anne	4.00	95.45	June 2024	
6/17/2024 15:24:46	McColloch, Janet	10.00	105.45	June 24	
6/25/2024 19:57:26	Kierce, Kimberly	17.00	122.45	6-22-2024	
6/25/2024 19:58:02	Kierce, Kimberly	2.00	124.45	6-25-2024	
6/30/2024 8:09:29	McColloch, Janet	33.00	157.45	June	

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SOCIAL MEDIA 101

• Facebook

- Member Engagement
- Event Marketing

• Instagram

- Member Engagement

• LinkedIn

- Member Recruitment

• Twitter

- Onsite engagement

Connect with us



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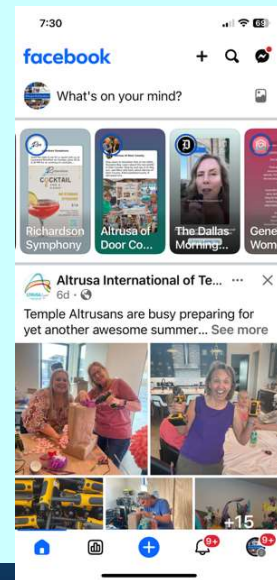
SOCIAL MEDIA 101

Create Consistent, Compelling Content

Carousels, Stories, And Reels, oh My!

Bring images to LIFE!

Most Important: CALL TO ACTION!!



15

CHATGPT (AI) BASICS

- <https://chatgpt.com/>
- Artificial Intelligence (AI) can help improve communication.
- How to:
 1. Type in a prompt (i.e. enhance message, clarify message, inspire message, create social media post, include a Call to Action)
 2. Type your desired message (Copy/Paste) + ENTER

enhance social media post with call to action Altrusa Waxahachie is a Club-in-Formation and is looking for service-minded people to make an impact in the Waxahachie Community.

You are invited to our monthly meeting and service projects.

16

CHATGPT (AI) BASICS

Here's an enhanced version of your social media post with a warm and compelling call to action:

☀️ **Altrusa Waxahachie is Growing!** ☀️

We are a **Club-in-Formation** and on a mission to make a real difference in the **Waxahachie community**—but we can't do it without **YOU!**

Are you passionate about **service, leadership, and community impact**? Then come see what we're all about!

💙

✨ **Join us for our monthly meetings and hands-on service projects**—a great way to meet new people, get involved, and give back.

📅 **Everyone is welcome!**

📍 Message us or email [insert contact info] to learn more and receive meeting details.

💡 **Be part of something meaningful—help us build a legacy of service in Waxahachie!**

#AltrusaWaxahachie #ServiceAboveSelf #JoinUs #CommunityMatters #MakeADifference
#VolunteerWaxahachie #AltrusaInternational

Let me know if you'd like it tailored for Facebook, Instagram, or a flyer.

Response

It will ask if you prefer a further response...
More professional, funny, inspiring, less formal, etc.
to further hone your desired message OR preferred platform

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CHATGPT (AI) BASICS

social media post inspiring for donation Sharon Thayer - author donates 10 books whose topic pertains to bullying to RISD Choose Kind Libraries. A donation valued at \$200.

Here's a compelling and inspiring social media post you can use to highlight Sharon Thayer's generous donation:

📖 ✨ **Spreading Kindness, One Story at a Time** ✨ 📖

We're thrilled to share that award-winning author **Sharon Thayer** has donated **10 powerful books** focused on the topic of **bullying** to the **RISD Choose Kind Libraries** — a heartfelt contribution valued at **\$200**.

Her stories don't just entertain — they **empower young readers** to stand up, speak out, and choose **kindness** every day. 💛

Thank you, Sharon, for using your voice to make a difference and helping build a more compassionate future, one page at a time. ☀️

#ChooseKind #RISDLibraries #AntiBullying #DonateBooks #SharonThayer #InspireKindness
#AuthorsWhoGiveBack #BeTheChange

Would you like a version tailored for Instagram, Facebook, or Twitter/X?

Sample Social Media post

Share same content on
ALL social media platforms!

IMPORTANT REMINDER!
NEVER enter personal information into AI

18

HYBRID MEETINGS

Benefits of Hybrid Meeting:

- **Increased Flexibility**
 - Accommodate various schedules, locations, preferences
- **Expanded Reach**
 - Larger audience, feel more connected and engaged
- **Enhanced Inclusivity**
 - Various populations and needs

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HYBRID MEETINGS

Virtual meeting platforms

From sources across the web

 Google Meet	 Zoom	 Cisco Webex
 GoTo Meeting	 Microsoft Teams	 Skype

Technical considerations:

- WiFi connection
- Laptop / Display
- Video Conference equipment (OWL - ->)

Better meetings

Quicker and smoother speaker transitions with speaker detection in 3 seconds or less



Meeting Owl 360° Conference View

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CYBER SECURITY

If you use Technology
or the Internet...

YOU
are at risk!

21

CELL PHONE SECURITY

- **Backup your data (and photos)!** (your phone is your portable computer)
- **Screen lock** (if phone is lost/stolen, thieves can't get in)
- **Use MFA – Multi-Factor Authentication**
 - (Something you know/are/have)
- **Keep phone software updated** (allow auto-updates)
- **Secure your Apps and download only from safe sources**
- **Close Apps and Clean up your Apps** (ensure updates & uninstall unused apps)
- **Limit App permissions** (remove access to location, tracking, contacts, photos)
- **Avoid public WiFi. Use secure WiFi / VPN**
- **Find, Lock, Erase Missing Phone** (ensure remote access if lost)




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CYBER SECURITY

Password Hygiene:

- Use a PassPHRASE, not a Password. [long, complex, upper/lower, numbers and symbols, random words, not dictionary words]
- Create a sentence that is memorable for that access
- Never use personal information (DOB or name)
- Never use (reuse) the same for more than one access
- Never write your passwords in a notebook!
- Use a secure password manager software
- Never share passwords
- Use symbols to replace letters *(examples to create your own)*

a = @
s = \$
o = 0
i = !
E = 3

23

CYBER SECURITY

Password Hygiene:

Not an endorsement for Keeper Security

<https://www.youtube.com/watch?v=JILEPsBRG3k>



24

CYBER SECURITY

Email Hacks:

- **Altrusa/Altrusans will NEVER ask for Money or Gift Cards by email!**
- **Spam** - Unsolicited advertising for products, services, or websites
 - Uses advertising language with a heavy emphasis on benefits, offers, and discounts
- **Phishing** - Criminal intent
 - Fraudulent attempts that imitate trustworthy senders; Uses alarming language that urges immediate action TEXT Phishing is on the rise... Prime target for attacks!
- Using email to convince clicking on malicious attachment (malware installed). Review red flags:
 - Has “urgent” or “exciting” tone and sent at odd time (i.e. 3:42am)
 - To/From: Do you know sender or company?
 - From someone familiar – but email address is “off”
 - Content is urgent or contains misspellings
 - “Convenient” link – which is not the intended site – Confirm/Verify before clicking links. Open new web browser and type in own link.

Do not click the link!

25

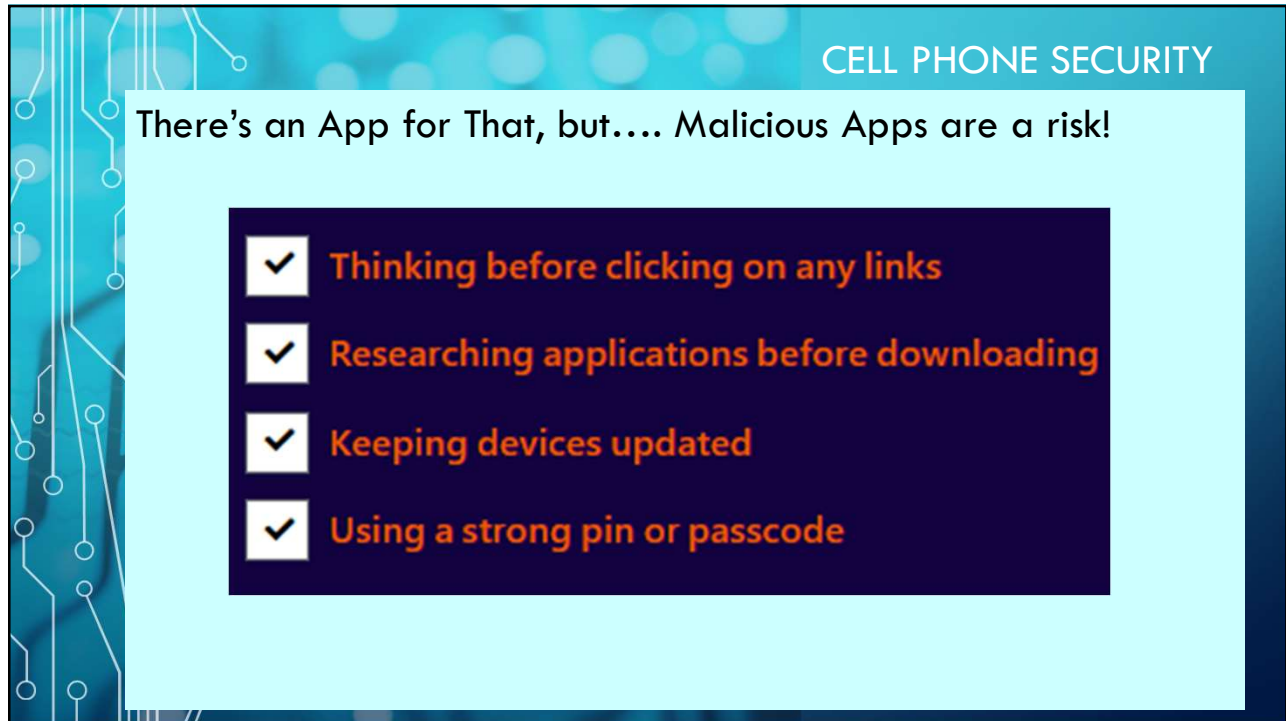
CYBER SECURITY

How to stay safe in a digital world:

- **Text Scams**
 - Text Phishing is on the increase
 - Do not be fooled by “urgent” texts... Stop! Don’t React! Pause-Think!
 - Financial Lockout -Product Non-Delivery Fraud/Missed Delivery Scam
 - Be on the look out for texts to “Verify account” w link that will send you to a malicious website that “looks” like the Company site.
- **Social Media Phising**
 - Gathering and baiting information to give up confidential info.
 - Fake profiles and malicious weblinks

Do not click the link!

26

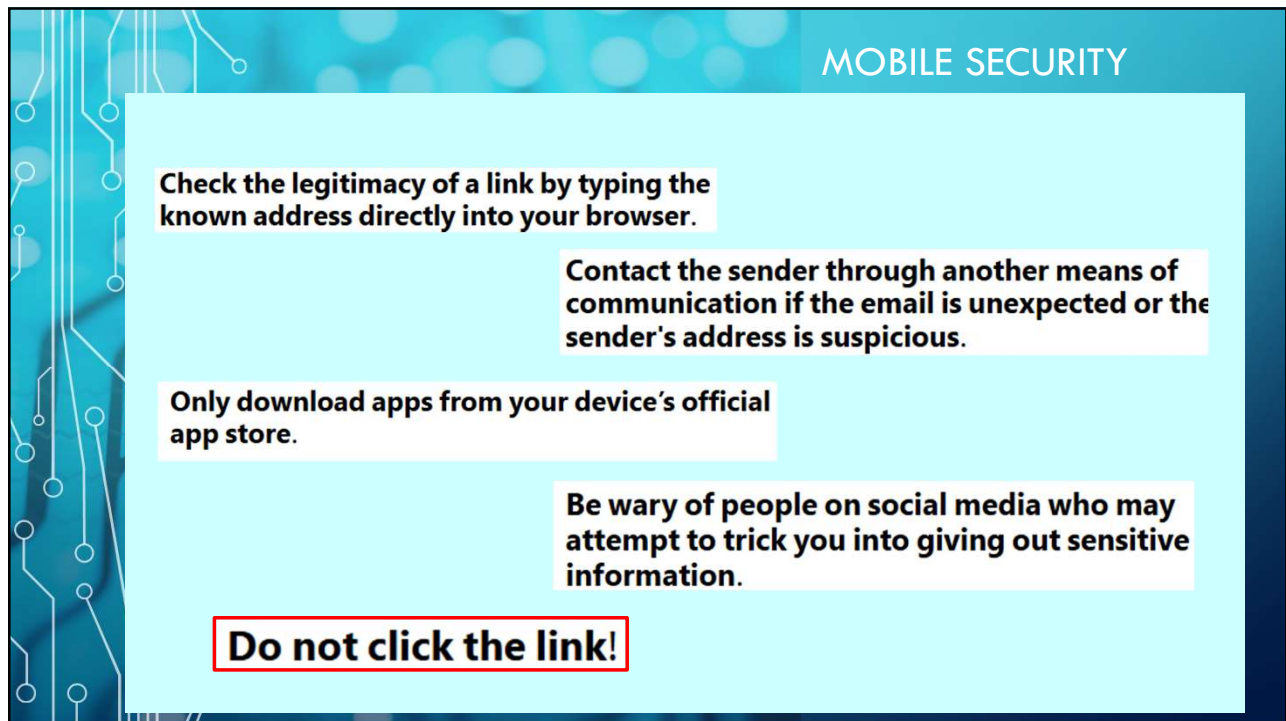
The slide has a blue background with a white circuit pattern on the left. The title 'CELL PHONE SECURITY' is in white on a blue header bar. The main text is in black. A dark blue box contains four orange checkmarks and text items.

CELL PHONE SECURITY

There's an App for That, but.... Malicious Apps are a risk!

- ✓ Thinking before clicking on any links
- ✓ Researching applications before downloading
- ✓ Keeping devices updated
- ✓ Using a strong pin or passcode

27

The slide has a blue background with a white circuit pattern on the left. The title 'MOBILE SECURITY' is in white on a blue header bar. The main text is in black. Four white boxes contain specific security advice. A red-bordered box at the bottom contains a warning.

MOBILE SECURITY

Check the legitimacy of a link by typing the known address directly into your browser.

Contact the sender through another means of communication if the email is unexpected or the sender's address is suspicious.

Only download apps from your device's official app store.

Be wary of people on social media who may attempt to trick you into giving out sensitive information.

Do not click the link!

28

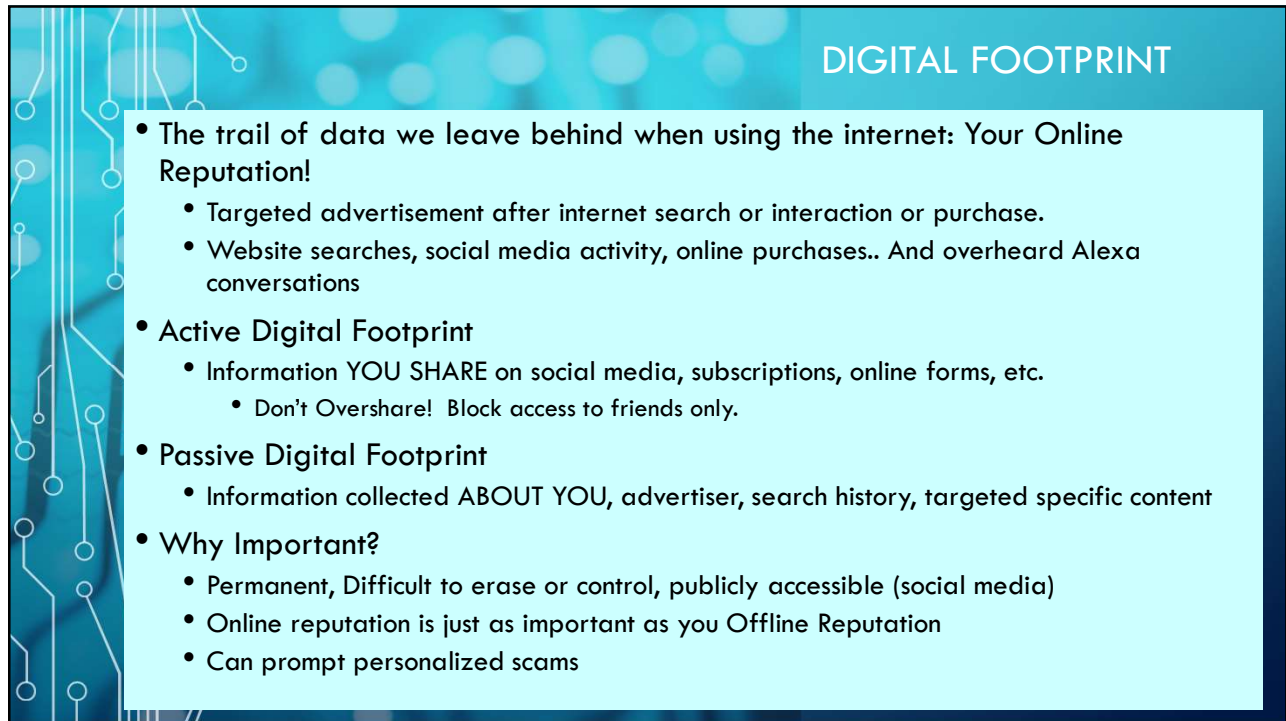


CYBER SECURITY

How to stay safe in a digital world:

- **Social Media Safety**
 - Do not Overshare!
 - Avoid Fake Profiles: Haven't you already connected with that person?
No photo Few connections Generic info Lack online activity
 - Be Cautious with Direct Messages in Social Media
 - Never interact regarding urgent/security issues, personal info and/or financial matters

29



DIGITAL FOOTPRINT

- **The trail of data we leave behind when using the internet: Your Online Reputation!**
 - Targeted advertisement after internet search or interaction or purchase.
 - Website searches, social media activity, online purchases.. And overheard Alexa conversations
- **Active Digital Footprint**
 - Information YOU SHARE on social media, subscriptions, online forms, etc.
 - Don't Overshare! Block access to friends only.
- **Passive Digital Footprint**
 - Information collected ABOUT YOU, advertiser, search history, targeted specific content
- **Why Important?**
 - Permanent, Difficult to erase or control, publicly accessible (social media)
 - Online reputation is just as important as you Offline Reputation
 - Can prompt personalized scams

30

CYBER SECURITY

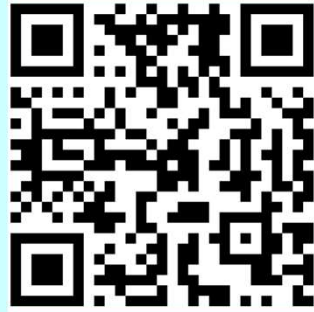
How to stay safe in a digital world:

- QR Code - Benefits in everyday life
 - Convenience is a Risk!
 - Be sure the QR Code is from a legit provider
 - Restaurants? Parking Meters?
 - Some Codes lead to Fake log in pages
 - Check website BEFORE opening the link
 - QR Scanner with built-in security check
 - DO NOT enter sensitive info if asked to do so!
 - Malware loaded by simply scanning a code

URL

Customize ▼

Generate code



31

CYBER SECURITY

How to stay safe in a digital world:

- Social media exploitation
- AI scams – voice imposters
 - **Out-of-the-blue call:** Someone you don't expect calls you suddenly, often from a number you don't know.
 - **Rush, rush, rush:** They want you to act very quickly, without time to think or check.
 - **Money trouble:** They need money right away and want you to send it in a way that's hard to get back, like through gift cards.
 - **Private details:** They ask for your private information, like bank account numbers.
 - **Keep it secret:** They tell you not to tell anyone else about their request.

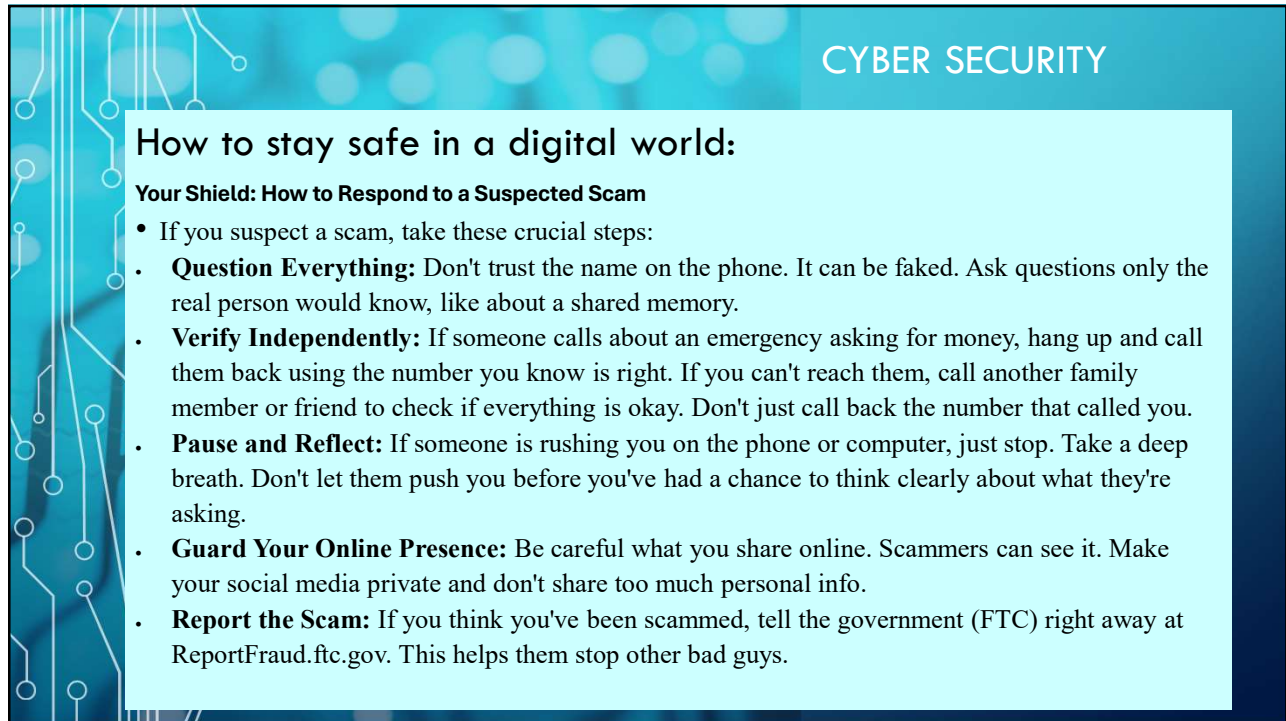
https://www.youtube.com/watch?v=V6_jCGzR020



**AI VOICE CLONE SCAMS:
DON'T BE FOOLED**

- ✓ Never share sensitive information
- ✓ Verify the caller's identity
- ✓ Report suspicious calls

32

A presentation slide titled 'CYBER SECURITY' with a blue background featuring a white circuit pattern on the left. The main content is in a white box with a light blue border.

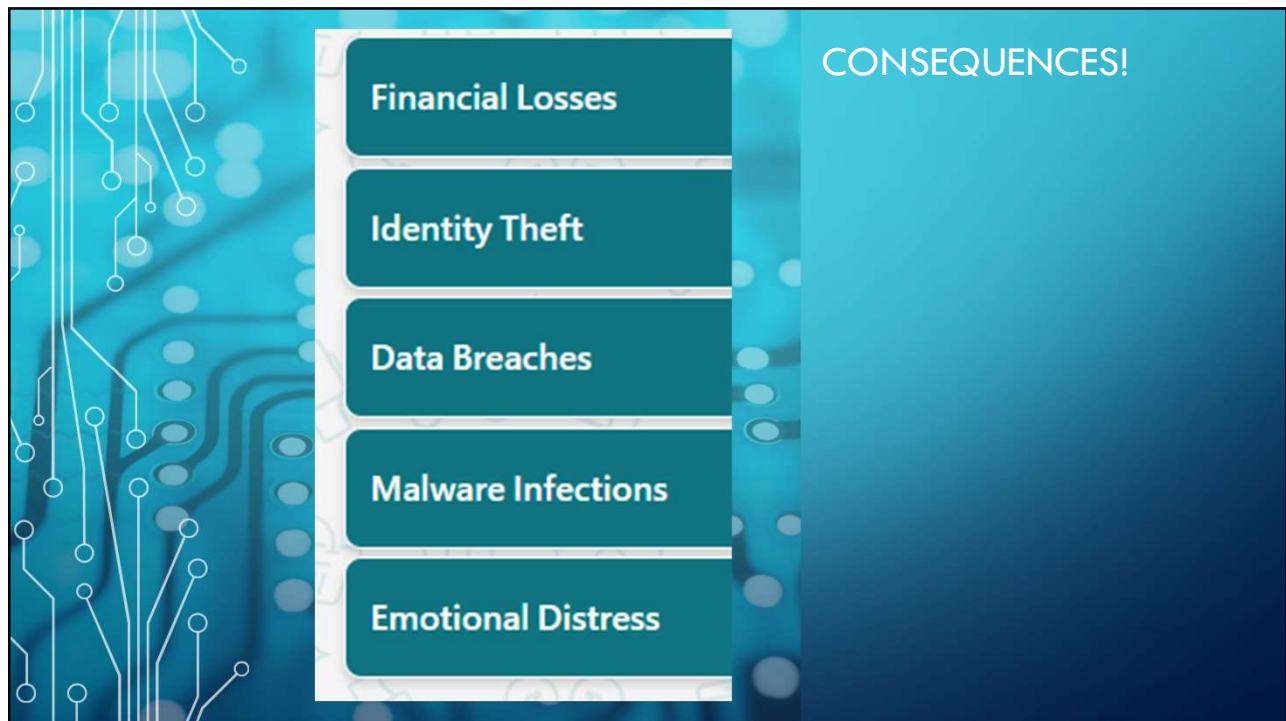
CYBER SECURITY

How to stay safe in a digital world:

Your Shield: How to Respond to a Suspected Scam

- If you suspect a scam, take these crucial steps:
- **Question Everything:** Don't trust the name on the phone. It can be faked. Ask questions only the real person would know, like about a shared memory.
- **Verify Independently:** If someone calls about an emergency asking for money, hang up and call them back using the number you know is right. If you can't reach them, call another family member or friend to check if everything is okay. Don't just call back the number that called you.
- **Pause and Reflect:** If someone is rushing you on the phone or computer, just stop. Take a deep breath. Don't let them push you before you've had a chance to think clearly about what they're asking.
- **Guard Your Online Presence:** Be careful what you share online. Scammers can see it. Make your social media private and don't share too much personal info.
- **Report the Scam:** If you think you've been scammed, tell the government (FTC) right away at [ReportFraud.ftc.gov](https://www.reportfraud.ftc.gov). This helps them stop other bad guys.

33

A presentation slide titled 'CONSEQUENCES!' with a blue background featuring a white circuit pattern on the left. The main content is in a white box with a light blue border.

CONSEQUENCES!

- Financial Losses
- Identity Theft
- Data Breaches
- Malware Infections
- Emotional Distress

34

REMINDER!

Remember



Stop, Look, and Think before taking action.

35

BONUS INFO

- Unique Username (2-key authorized) & Unique Password
 - Use separate email for different purposes: *YourEmail-BusinessKeyword@email.com*
 - Create a separate financial email, not your mass-used person email
 - Hide email feature Credit Card security (tap to pay from phone/watch)
- Shop Safely – Pay Securely – Monitor Financials Often
- Don't use Debit Card Online – Do NOT store Credit Card info online
- Control access to your Credit – Credit Freeze ON – turn off when needed
- USB “Flash Drive” Devices – May contain Malware or corrupt data (stick, keyboard, mouse, and charging cables). Do not use devices/chargers from unknown persons/public areas.
 - Cloud Storage – Ease of access but ensure security

36

USB Cables
Here's how this attack could go.



Want a charger?

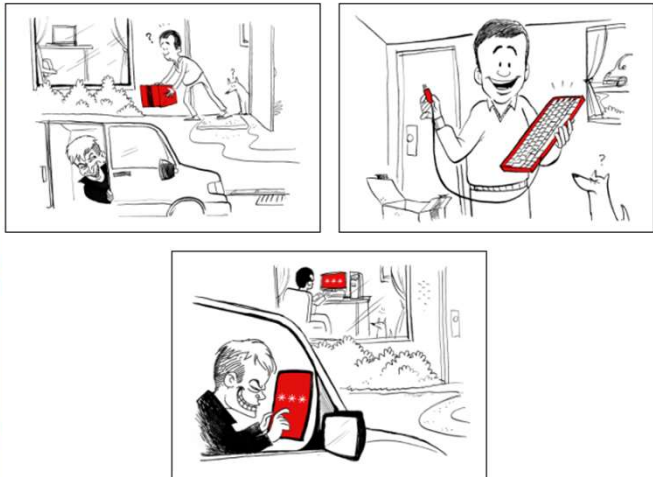
REMINDER!

**USB...
Small Device,
Big Threat!**



37

USB Keyboards
Let's take a look.



REMINDER!

**USB...
Small Device,
Big Threat!**



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BONUS INFO

- Smart Device Safety (Alexa/Google pods)
 - Turn off when not in use
- Home WiFi (strong passphrase)/create Guest Network to keep visitors off your main network
- When traveling:
 - Track your bags yourself (i.e. AirTags, etc.)
 - Do NOT put your address on your luggage. Only list name, phone and email

39

REMINDER!

Remember



Stop, Look, and Think before taking action.

40

