



Official Guide for Establishing and Operating a Successful GENIUS Olympiad Club

**Every successful project begins with an idea, and
every great idea begins with students who are willing to make a difference**



Table of Contents

<i>Start a GENIUS Olympiad Club at Your School.....</i>	<i>3</i>
Lead Change. Inspire Projects. Build a Culture of Sustainability and Innovation.....	3
What Does a GENIUS Olympiad Club Do?	3
Why Start a Club?	3
Become a Change Agent	4
<i>How to Start and Lead a Successful GENIUS Olympiad Club.....</i>	<i>4</i>
Step 1: Obtain School Approval	4
Step 2: Select a Club Advisor	4
Step 3: Build the Leadership Team	5
Club President	5
Vice Presidents by Discipline.....	5
Step 4: Hold Regular Meetings.....	6
Step 5: Create a Club Email Account	6
Step 6: Manage the GENIUS Olympiad Application Account.....	6
Step 7: Serve as the Communication Hub	6
Step 8: Support Finalist Projects.....	7
Step 9: Build an Active Club Community	7
Step 10: Register your Club	7
Step 11: Funding and Financial Support	8
Seek School Support	8
Seek Community and Corporate Sponsorships	8
Student Responsibility for Fees.....	8
School Invoices.....	8
<i>Keys to a Successful GENIUS Olympiad Club.....</i>	<i>9</i>
Recommended Annual Timeline	9
Sample Monthly Meeting Agenda	9
Travel Planning Checklist	9
Club Success Checklist.....	10



Start a GENIUS Olympiad Club at Your School

Lead Change. Inspire Projects. Build a Culture of Sustainability and Innovation.

Bring the spirit of GENIUS Olympiad to your school by starting a **GENIUS Olympiad Club**. The GENIUS Olympiad Club provides students with opportunities to

- develop leadership skills,
- promote project-based learning,
- encourage interdisciplinary collaboration, and
- inspire others to create projects that address sustainability, science, innovation, and global challenges.

A GENIUS Olympiad Club is a leadership and learning community where students use their talents, creativity, and technical skills to solve real-world environmental and social problems while preparing competitive projects for the GENIUS Olympiad.

What Does a GENIUS Olympiad Club Do?

A successful GENIUS Olympiad Club helps students:

- Learn about GENIUS Olympiad categories, rules, and submission requirements.
- Develop projects in Science, Robotics, Business, Coding, Art, Music, Speech, Creative Writing, Short Film, and other GENIUS Olympiad disciplines.
- Encourage project-based learning focused on sustainability and environmental stewardship.
- Mentor younger students throughout the project development process.
- Coordinate project reviews, practice presentations, and peer feedback.
- Manage project submissions through a centralized school GENIUS Olympiad account.
- Organize application deadlines, communication, travel planning, and finalist participation.
- Promote environmental awareness, innovation, and community engagement.
- Build leadership, teamwork, communication, project management, and organizational skills.
- Foster collaboration among existing school clubs such as Robotics, Coding, Art, Photography, Environmental, Science, Engineering, Business, and Music clubs.

Why Start a Club?

A GENIUS Olympiad Club helps build a school culture where creativity, innovation, and sustainability become part of everyday learning.

Rather than working individually, students can collaborate across disciplines, mentor one another, and develop stronger projects through regular meetings and shared experiences.

In addition to preparing projects for competition, the club serves as the central point for organizing applications, communicating with GENIUS Olympiad, coordinating travel for finalist teams, and supporting students throughout the entire competition process.



Become a Change Agent

By creating a GENIUS Olympiad Club, you are helping your school become part of a global movement that empowers young people to solve today's environmental and societal challenges through creativity, research, entrepreneurship, technology, and innovation.

How to Start and Lead a Successful GENIUS Olympiad Club

A GENIUS Olympiad Club helps students explore research, innovation, creativity, and environmental problem solving while preparing projects for the GENIUS Olympiad. A well-organized club can increase student participation, improve project quality, and create a lasting STEM and creativity culture within your school.

This guide provides recommendations for establishing and operating a successful club. Since every school has different policies, some procedures may vary.

Step 1: Obtain School Approval

Before creating a club:

- Consult your school counselor, activities coordinator, assistant principal, or principal regarding the process for establishing a new student organization.
- Every school has different requirements for approving new clubs, recruiting members, holding meetings, and using school facilities.
- Follow all school policies regarding student organizations. The process of creating a club may differ from school to school. Always work with your school's administration before launching the club.

Step 2: Select a Club Advisor

Every GENIUS Olympiad Club should have a faculty or staff advisor.

The advisor's responsibilities may include:

- Supporting club activities throughout the school year.
- Providing guidance to student officers.
- Helping reserve meeting spaces.
- Assisting with school communication and approvals.
- Supporting fundraising and outreach activities.
- Serving as the primary school representative when necessary.

For finalist projects, advisors may also travel with students to GENIUS Olympiad.

Although teachers are **not required** to travel, having a teacher advisor accompany students is strongly recommended. If a teacher is unavailable, a parent or another approved adult may serve as the Adult in Charge (chaperone), following school policies.



Step 3: Build the Leadership Team

A strong leadership team is essential.

Club President

The President oversees the entire club and ensures that students stay on track throughout the year.

Responsibilities include:

- Organize and lead monthly club meetings.
- Coordinate activities across all GENIUS Olympiad disciplines.
- Monitor project progress throughout the school year.
- Encourage collaboration among members.
- Ensure each discipline has active student participation.
- Coordinate with the faculty advisor.
- Represent the club during school events.
- Ensure that club-bylaws are followed for election of new officers for next year's club members before the school year ends. (short by-laws can be created using AI, which should include purpose, membership, officers, election of officers, timeline of officers, etc)

Vice Presidents by Discipline

Appoint a Vice President (VP) for **each GENIUS Olympiad discipline** offered by your club. Since each disciplines rules are different, having a dedicated VP for each discipline will ensure correct guidance.

GENIUS Disciplines (Please check website for current list, which is subject to change year to year):

- | | | |
|------------|--------------------|--------------|
| • Science | • Business | • Short Film |
| • Robotics | • Coding | • Art |
| • Music | • Creative Writing | • Speech |

Each VP should:

- Recruit students interested in their discipline.
- Help students develop project ideas.
- Guide students throughout the project development process.
- Promote deadlines and submission requirements.
- Organize workshops or mentoring sessions.
- Coordinate outreach with related school clubs.

Examples of partner clubs include:

- | | |
|--------------------|----------------------|
| • Robotics Club | • Environmental Club |
| • Coding Club | • Science Club |
| • Hackathon Club | • Engineering Club |
| • Art Club | • Music Club |
| • Photography Club | |

Working together with existing clubs greatly expands student participation and project quality.



Step 4: Hold Regular Meetings

Consistency is one of the biggest factors in a successful club. Recommended schedule:

- Hold at least one meeting every month.
- Increase meeting frequency as submission deadlines approach.
- Invite students to share project updates.
- Allow students to receive peer feedback.
- Invite teachers, alumni, university students, or local professionals to speak about research and innovation.
- Hold mock presentations to improve presentation skills

The President should regularly review the progress of projects in every discipline.

Step 5: Create a Club Email Account

Create a dedicated email account for your club. Example: jdhs.geniusclub@gmail.com

Using a shared club email helps preserve continuity as student officers graduate and allows future club leaders to inherit the account. Use this email to:

- Create the school's GENIUS Olympiad application account.
- Receive official GENIUS Olympiad communications.
- Store application records.
- Maintain club documents and files.
- Share access with future club officers when leadership changes.

Step 6: Manage the GENIUS Olympiad Application Account

The club should manage one GENIUS Olympiad application account for the school. All projects must be submitted through the club account. Responsibilities include:

- Creating and maintaining the school's GENIUS Olympiad account.
- Collecting project files from students.
- Reviewing applications for completeness, including payments
- Uploading projects before deadlines.
- Keeping records of all submissions.
- Tracking application status.
- Monitoring announcements and deadlines.

Having one centralized account simplifies communication and ensures that no project is overlooked.

Step 7: Serve as the Communication Hub

The club leadership should communicate with GENIUS Olympiad on behalf of participating students. Responsibilities include:

- Asking questions regarding submissions.
- Receiving updates from GENIUS Olympiad.
- Sharing important announcements with students and parents.
- Coordinating any requested corrections or additional information.

This centralized communication helps keep everyone informed and reduces confusion.



Step 8: Support Finalist Projects

When projects become finalists, the club should help coordinate participation. Responsibilities include:

- Confirm finalist attendance and complete finalist registration with payments
- Register the Adult in Charge (chaperone).
- Share finalist guide for participation with finalists and parent.
- Share parent guide with parents
- Coordinate travel plans.
- Inform students and parents about important dates.
- Help students prepare presentation materials.
- Practice presentations to each other (presentations skills are important for judging)
- Ensure all required forms are completed on time.
- Hold an information meeting with all finalists, their parents, and school officials.

The club should work closely with the faculty advisor, parents, and school administration during this process.

Step 9: Build an Active Club Community

Successful clubs do more than submit projects. Consider organizing:

- Brainstorming sessions
- Research workshops
- Peer review events
- Environmental awareness projects
- Community service activities
- Mini GENIUS fairs in schools
- Coding competitions
- Art showcases
- Practice presentation sessions

These activities help students develop stronger projects while building leadership and teamwork.

Step 10: Register your Club

Once your club is officially established, register your club with us using the following form. The form needs

- School name
- School address
- Faculty advisor's name
- Club President's name
- Official Email Address for communications and GENIUS Account (see step 5)

For clubs located in the United States, we will send up to 10 GENIUS Olympiad T-shirts to help promote your club and recognize your leadership team.



Step 11: Funding and Financial Support

A successful GENIUS Olympiad Club should actively seek funding to make participation accessible to all interested students, regardless of their financial circumstances.

Seek School Support

Work with your faculty advisor and school administration to request funding for the club. Schools may be able to provide financial support through student activity funds, STEM budgets, academic departments, or other available resources.

Whenever possible, school funding should be used to:

- Cover GENIUS Olympiad application fees for students who demonstrate financial need.
- Assist with participation fees for finalist students who may otherwise be unable to attend.
- Support project materials, club activities, and workshops.
- Help with transportation and travel expenses.

No qualified student should miss the opportunity to participate solely because of financial limitations.

Seek Community and Corporate Sponsorships

In addition to school funding, clubs are encouraged to seek support from local businesses, corporations, community organizations, universities, foundations, and alumni. You may download sponsorship letters within your application account.

Potential sponsorships may include:

- Club T-shirts and promotional materials.
- Travel expenses for finalist teams.
- Hotel and transportation assistance.
- Project supplies and equipment.
- General club operating expenses.

Sponsors should be recognized appropriately according to your school's policies.

Student Responsibility for Fees

If school or sponsorship funding is not available, students are responsible for paying their own GENIUS Olympiad application and participation fees.

The club should clearly communicate all costs and deadlines to students and parents well in advance so families can plan accordingly.

School Invoices

Many schools require an official invoice before processing payments.

GENIUS Olympiad can generate invoices directly through the application system when requested. If your school plans to pay application or participation fees on behalf of students,



download an invoice through the GENIUS Olympiad application system before the payment deadline.

Planning funding early and communicating with students, parents, and school administrators will help ensure a smooth registration process and maximize student participation.

Keys to a Successful GENIUS Olympiad Club

Successful clubs consistently:

- Recruit students from many disciplines.
- Start projects early.
- Hold regular meetings.
- Encourage collaboration.
- Maintain strong communication with students and parents.
- Work closely with the faculty advisor.
- Keep organized records.
- Promote GENIUS Olympiad throughout the school.
- Support students from project idea through finalist participation.

Remember that GENIUS Olympiad Club is an opportunity to inspire students to solve real-world environmental challenges through creativity, research, innovation, and collaboration. A well-organized club can create opportunities that positively impact students for many years.

Recommended Annual Timeline

- September: Recruit members and officers.
- October: Brainstorm project ideas.
- November-December: Research and prototype.
- January: Project reviews.
- February-March: Finalize and submit.
- April: Confirm participation and Prepare finalists.
- May: Elections for next year's club officers
- Early June: Attend GENIUS Olympiad.

Sample Monthly Meeting Agenda

1. Welcome
2. Officer Reports
3. Project Updates
4. Upcoming Deadlines
5. Questions
6. Action Items

Travel Planning Checklist

- Confirm finalists and finalize registration
- Confirm all payments

- Adult in Charge (chaperone) registered
- Transportation booked
- Permission forms
- Emergency contacts
- Packing checklist
- Presentation materials
- Travel itinerary

Club Success Checklist

- ☐ Advisor recruited
- ☐ President & VPs elected
- ☐ Club email created
- ☐ Monthly meetings scheduled
- ☐ Projects in every discipline
- ☐ GENIUS account created
- ☐ Funding plan established and Sponsors contacted
- ☐ Applications submitted
- ☐ Finalist registration completed
- ☐ Leadership transition prepared
- ☐ Travel plans completed