



Chapter Manual

2025 - 2026

**INTERalliance of Greater
Cincinnati**

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Contact the Chapters Team!
chapters@interalliance.org



ORGANIZATION OVERVIEW

01

Founded in 2005, INTERalliance is a Cincinnati region non-profit with a focus on technology talent creation. The organization is a collaboration between area businesses, high schools, and universities to give the area students an in-depth view of IT and IT Careers. We offer hands-on technology programs as well as networking and professional development training.

PROGRAMS AND OFFERINGS



OUR MISSION

To inspire and assist young talent to pursue an IT career in Greater Cincinnati.

OUR VISION

To dramatically grow and diversify the IT talent pipeline by designing and delivering innovative technology programs, in partnership with businesses, high schools, and universities.

TECHOLYMPICS

The nation's largest student-led high school technology conference.

PROFESSIONAL DEVELOPMENT

In partnership with IT professionals across Greater Cincinnati, INTERalliance hosts workshops on topics ranging from GitHub, to Agile, to LinkedIn.

CHAPTERS PROGRAM

Chapters are formed within high schools to bring even more value and content to the students.

PAID INTERNSHIPS

Students can spend their summer getting paid to work in meaningful IT internships with some of the best companies in the region!

AND MORE!

02 Chapter Introduction

Within an individual school, a Chapter is formed to operate on a school to school basis, similar to that of a club. A Chapter integrates the INTERalliance mission with school-specific interests and capabilities. The ultimate goal is keeping students interested in IT and involved with INTERalliance year-round. Through workshops, keynote speakers, Job Shadowing Events, competitions, and conferences, Chapters strive to demonstrate the innovation and success of the INTERalliance.

"CHAPTER LEADERS TODAY, WORLD LEADERS TOMORROW"

Students running Chapters learn organizational and leadership skills, and other students involved in the Chapter are exposed to real life experiences, business connections in the Cincinnati area, and resources to fuel their passion for business, engineering, and IT.

Every Chapter has the support of the INTERalliance. Contact the Chapters Team (chapters@interalliance.org) anytime for suggestions or help with planning an event!



Starting a Chapter

03

TALK TO YOUR PRINCIPAL

Make sure your school is on board with INTERalliance. Also, some schools may require you to submit official school club proposals to a student government or another school administrator to be approved.

Don't forget that we are more than happy to engage with your school to show off how beneficial our programs are.

BUILD YOUR TEAM

Faculty Advisor

The advisor oversees the Chapter's activities to ensure efficiency and effectiveness. Otherwise, the advisor allows the student leadership to run the Chapter and ensures the feasibility and accountability of events. The teacher will have the opportunity to interact with our Teacher Connect Program. Advisors get guidance on curriculum resources and exclusive programming throughout the year.

President

The President is the Chapter's primary decision maker. They organize and run meetings, delegate responsibilities to Chapter members, ensure everyone is on task, and communicate with the advisor to make decisions regarding the Chapter's actions within meetings, in the school, and in the community. In Chapters with 30+ members, we recommend that the President organize students into different committees to take on different tasks.

Starting a Chapter

03

BUILD YOUR TEAM

Vice President

The VP assists the President in keeping Chapter members focused on goals and project work. They help plan meetings and events and are responsible for student participation in the Chapter. When the President is not available, the Vice President assumes the President's responsibilities. We also strongly encourage to set the VP up as an underclassman, to establish a line of succession once the upperclassmen graduate.

Other

Depending on the size and needs of the Chapter, you may select additional roles or committees. This may include a Secretary, Treasurer, or Events Coordinator.

The remainder of the roles are created by you based on your needs and don't worry you can always add more if needed!

REGISTER YOUR CHAPTER

Register your Chapter yearly to update your information. Registration will happen online and can be found at www.interalliance.org/chapters.

Starting a Chapter

03

CREATE YOUR GOALS

Meet with your faculty representative to agree on goals for the year. Goals should cover plans to engage students, advertise events, and hold meetings. These goals should be expressed to your Chapter members, and if you have any questions on executing any goals you make, we are more than happy to help your school's programs.

RECRUIT MEMBERS

We recommend that you:

- Arrange for an INTERalliance Representative to present at a school assembly to generate interest in attending the Chapter kickoff.
- Contact some of your computer science or technology teachers so they can promote the Chapter to interested students.
- Host events with other technology based clubs in your school to show off the new programs those already interested in IT can partake in.
- Utilize the **marketing kit** to promote the goals and activities of your INTERalliance Chapter.

GET STARTED

Hold events regularly to keep students interested and engaged. Plan an agenda for each meeting to stay on topic. Keep attendance to measure individual participation.

Need help or ideas?

Send an email to the Chapters Team, we will be happy to help!
(chapters@interalliance.org)

04 President Roundtables

Two times a year, we will ask your Chapter President to attend a roundtable meeting, in order for us to update you and your chapter on what is going on and see if there is anything INTERalliance can do to help you.

FIRST MEETING - WINTER

This virtual meeting follows up on the Chapter Kickoff and gives any new updates on the Chapters Program. Each chapter will share how their experience has been so far. During this check-in, presidents and leadership can ask any questions their chapter has.

SECOND MEETING - PRE-TECHOLYMPICS

At this second meeting we will check on how your chapter has been. We will make sure that every chapter is prepared for TechOlympics. This includes how the chapter's project is coming along, if the members are aware of how TechOlympics runs, and if the chapter needs any help. We'll give pertinent information about TechOlympics and there will be a discussion to answer all questions and concerns.



05

Running your Chapter

CHAPTER MEETING CONTENT

Every other week we will be offering a content packet to all Chapters that includes some ideas and materials to help you come up with what to do at your Chapter meetings. We hope that by sharing ideas and content with you, you will be able to make your Chapter meetings more interesting and therefore more successful. We will be sharing our own content packets, but we are also encouraging individual Chapters to share meeting ideas with others.

ADVERTISE YOUR CHAPTER!

Invite your friends, announce your club on your school's announcements, have your teachers tell their classes: Your Chapter is open to new members! We have a **marketing kit** that you can use. If you have any specific requests for materials, please contact the Chapters team.

MEET REGULARLY

We recommend that your chapter meets at least two times a month. Create a group messaging platform (Slack/GroupMe/Remind/Discord) for your chapter. Communicate regularly about meeting dates, competitions, and other INTERalliance events.

SHARED VIRTUAL CHAPTER EVENTS

Ever wanted to have someone deliver a talk or workshop at your Chapter's meeting, but thought it would be too much work to organize it? Ever organized an event for your Chapter but wished you had more interested attendees? With the advent of widespread virtual events we have a new opportunity for Chapter events: shared virtual Chapter events. This is perfect because it allows your Chapter to attend events that organizers are already planning, and gives organizers a much larger pool of potentially interested attendees. We will be encouraging Chapters to host and attend these events. Make sure to share your event in our Slack channel so that everyone will know about them.

05

Running your Chapter

SUGGESTED TIMELINE

OCTOBER

Discuss what you would like to do throughout the year with your Chapter. This can include Chapter Competitions, TechOlympics, job shadowing, possible regional competitions, and speakers. We will also be sending out the first of our new Chapter content packets this month!

NOVEMBER - DECEMBER

TechOlympics registration opens in November; visit techolympics.org for more information. We recommend that you start planning for your TechOlympics showcase project! Continue work on your Chapter's showcase project for TechOlympics. We recommend that during these months you host a Chapter event such as a speaker or workshop. INTERalliance can help your Chapter find a speaker. If you are looking to find more interested attendees for your chapter events consider hosting a shared virtual event with another Chapter!

JANUARY

Start to finalize your Chapter's showcase project. Attend our mock showcase to get professional help and feedback on your project. This helps your chapter greatly since it will give you an idea of what the actual showcase will be like. Contact other chapters in your area and the Chapters Team for support.

FEBRUARY

Continue to work on/finalize your showcase project. February is TechOlympics! At TechOlympics, students will get the opportunity to compete with other students from around Cincinnati, participate in breakout sessions concentrated on STEM and technology, and build a network with professionals from both companies and universities. Visit techolympics.org for more information.

MARCH - MAY

INTERalliance can still help find speakers, and we hold increasing job shadowing opportunities. This is a good time to hold a resume workshop or a presentation on interview skills leading up to internship applications. Make sure Chapter members take advantage of all of our opportunities!

06

Chapter Competitions



CHAPTER COMPETITIONS

Chapter Competitions happen throughout the school year and are a great way for your school to compete against other engaged INTERalliance Chapters. Competitions typically happen on Saturday's and cover a variety of topics from Software Development to Cyber Security. Cash prizes are awarded to the top three Chapters for each event. Scheduling and content information can be found on the interalliance.org website. In addition, Chapter presidents and advisors will be notified by the INTERalliance Chapters team each month via email regarding the competition and its theme.

COMPETITIONS CAN BE IN PERSON, OR ASYNCHRONOUS

In-person competitions will run as one day challenges where a prompt will be given onsite.

After working on your project with your chapter members, you will present to IT professionals and get feedback.

Asynchronous competitions will take place over a couple of weeks. Chapters will work on a project to submit online and receive professional feedback. You can use chapter meetings to work on asynchronous competitions. **Feel free to contact the INTERalliance Chapters Team for support and questions.**

Meeting Ideas 07

CHAPTER ACTIVITIES OVERVIEW

Activities are an important part of chapter meetings because they give members a chance to connect with each other while learning new skills. Whether it's through discussion, problem solving, or collaboration, each activity is designed to make meetings more engaging and meaningful.

APP PITCH SPRINT

- **Goal:** Learn creative thinking and pitching skills in tech.
- **Prep:** Whiteboards, paper, or slides for presenting.
- **Flow:**
 - Introduce the challenge
 - Brainstorm features
 - Give a 3-minute pitch
- **Variation:** Pick a theme like health tech, AI powered apps, or education.

DATA ANALYSIS CHALLENGE

- **Goal:** Learn and apply a specific, career level data analysis or visualization tool (Power BI, Tableau, Excel, or R).
- **Prep:** Choose a tool for the session, source a publicly available data set (<https://www.kaggle.com/datasets>).
- **Flow:**
 - Introduction of the tool
 - Present a question to answer using the dataset
 - Example: Which region has the highest rates of crime?
 - Members share results with a visualization of the data and explain how the answer was derived
- **Variation:** Focus the meeting on either one or multiple tools, use any kind of data set.

TECH ETHICS DEBATE

- **Goal:** Practice critical thinking, public speaking, and forming arguments.
- **Prep:** A list of current debatable tech topics (AI in hiring, data privacy, autonomous vehicles).
- **Flow:**
 - Introduce the topic
 - Divide chapter into teams
 - Allot time to research and build a case
 - Hold a formal debate
- **Variation:** Use a “Four Corners” activity where you post a statement and members move to corners with different labels.

AGILE SPRINT SIMULATION

- **Goal:** Learn the basics of Agile project management.
- **Prep:** Sticky notes, markers, or a whiteboard for a Kanban board (columns: ‘Backlog’ ‘To Do’ ‘In Progress’ ‘Done.’)
- **Flow:**
 - Introduce a project (Plan TechOlympics 2026)
 - Brainstorm tasks and write them on the “Backlog” section
 - Run a “Sprint” where the chapter moves tasks into “In Progress” and works on them
- **Variation:** use a free tool like Trello or Asana to show how teams can collaborate virtually.

NETWORKING BINGO

- **Goal:** Encourage members to meet each other and practice networking.
- **Prep:** Create and print custom Bingo cards with squares like “Find someone who knows C++,” “Find someone who has had an INTERnship,” or “Find someone interested in cybersecurity.”
- **Flow:**
 - Give every member a Bingo card
 - The chapter works to find people who match the squares and get their signatures
 - First person to get a Bingo wins a prize
- **Variation:** Theme the Bingo card around career goals, passions, achievements, etc.

TECH FOR GOOD CHALLENGE

- **Goal:** Develop problem solving and presentation skills.
- **Prep:** Whiteboards, markers, powerpoint or Google slides.
- **Flow:**
 - Introduce a local community problem (food waste, accessibility, personalized education)
 - Break the chapter into small groups and brainstorm tech-based solutions
 - Have each group create a simple prototype of the solution
 - Give a short pitch explaining the problem and solution.
- **Variation:** Connect the idea to virtually any issue that affects the world.

SPEED INTERVIEWING

- **Goal:** Practice answering common interview questions with peers.
- **Prep:** A list of behavioral questions and logic questions, arrange chairs in two facing lines, and a timer.
- **Flow:**
 - Briefly explain best methods for answering interview questions (STAR method)
 - Pair up: one person interviews and other is the interviewee
 - After both have practiced, a new round begins with a rotation to a different partner
- **Variation:** Focus the questions on a theme like technical/coding interviews (asking about differences between float and boolean variables) or behavioral interviews.

CODING CHALLENGES

- **Goal:** Practice breaking down algorithmic logic problems.
- **Prep:** Select one “easy” or “medium” Leetcode problem (Two Sum, Valid Parentheses). Have it ready on LeetCode or Replit.
- **Flow:**
 - Introduce the problem
 - Break the chapter into small teams and use whiteboards to discuss approaches
 - Share the proposed solution
 - Test out the solution on the platform (LeetCode, Replit, HackerRank)
- **Variation:** Make it a relay race with multiple problems. First team to pass all the tests can win a prize.

TechOlympics Showcase

08

TECHOLYMPICS SHOWCASE COMPETITION

Each year, the TechOlympics Showcase is a central part of our technology competition and event. Schools work on their Showcase projects with their coach during the November to February timeframe, then present their projects as a team in front of our panel of executive judges from all over Cincinnati's business community.



TechOlympics Showcase

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SHOWCASE SCORING GUIDELINES

All projects will be scored based on their **Real-World Impact & Viability, Creativity & Originality, Technical Difficulty, and Presentation**. The following rubric will be used for each Showcase Presentation.

Score	Real-World Impact & Viability	Creativity & Originality	Technical Difficulty	Presentation
1	Project is shallow. While it may be interesting, it does not address a real-world issue or problem.	Not very original at all, an overused idea. Cliche, unimaginative.	Project does not leverage technology and addresses a relatively superficial issue or problem that, while possibly entertaining, does not represent a technical challenge of substance.	Weak presentation. Poor public speaking skills shown. Not effective in communicating the idea.
2	Project provides a narrow problem that will have some impact if implemented. The cost is prohibitive for limited budgets.	Interesting idea. Not as unique as it could have been, but a little creativity is clear.	Project somewhat leverages new technology and addresses a relatively challenging issue or problem that represents a mild technical challenge of substance.	Presentation is acceptable to communicate the project, but could have been much stronger. People who presented were not as polished as they could have been.
3	Project provides a real solution to a real problem, with the impact limited to a very select group of people. Project doesn't scale particularly well but is effective in its described area of influence.	A creative idea. More than a mere copy of other people's ideas.	Project involves a moderately difficult or challenging subject matter or issue and makes a good attempt to use technology to address the problem.	Good attempt. One or more strong presenters. Some presenters were not strong enough for the role they were given.
4	Project provides a very interesting idea that would have a significant impact on a real world problem if implemented as described.	Very creative, innovative, original. Not typical.	Project involves a highly difficult or challenging subject matter or issue, and makes an impressive attempt to utilize technology to efficiently and directly solve the problem.	Strong presentation. Most or all of the students presented quite well. The presentation sold the project to the audience.
5	Project provides a powerful, innovative solution to a real-world problem that could have a wide impact on many people if implemented widely.	Outstanding. Surprisingly innovative. Clearly not a copy of anything that already exists.	Project involves very complex subject matter, a complex challenge, or a simple subject matter with a complex twist, and uses technology creatively to address the problems.	Very professional. Presentation effectively communicated their project. Students showed terrific and professional stage presence and presented very well.

TechOlympics Showcase

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2024 WINNING SHOWCASE PROJECT SUMMARIES

Check out the winning entries for the 2021 Showcase Projects below:

FIRST PLACE - ST. HENRY DISTRICT HIGH SCHOOL

Project Name: Search and Rescue Coordinator (SARCO)

Project Category: Event Theme: Empower

Project Description: The search and rescue coordinator serves as a method to make a live map of clues in order to help on field search teams and mission control in an urban search and rescue environment. The physical prototype is easily attached to a hiking stick and contains GPS equipment that is more accurate than a smartphone. When the button on the prototype is pressed, the coordinates of the clue are sent to a google sheet database that assigns a clue name from the phonetic alphabet. All live locations and coordinates are available on the website in both map and standard coordinate form. The website also contains information on basic first aid guides and search and rescue techniques. This allows even volunteers with no skill to better help the teams. The project itself has room to grow and there are many ideas the team has developed for future expansions.

Funding, Resources, and Technology Comments: All funding was provided by the school from last year's competition. 3d printers, owned by both students and the school, were used. List of used hardware: Raspberry Pi, breadboard, GPS Arduino, GPS antenna, and connection cables. Also, a wooden hiking stick was used. For software: there are parts programmed in python and a website programmed with HTML, CSS, and JavaScript.

TechOlympics Showcase

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2024 WINNING SHOWCASE PROJECT SUMMARIES

SECOND PLACE - LAKOTA EAST HIGH SCHOOL

Project Name: SAVIOR

Project Category: Event Theme: Empower

Project Description: In the last 10 years, over 2 million people have been injured in natural disasters worldwide. The aftermath of such disasters creates treacherous terrains, making search and rescue operations challenging. Our solution is SAVIOR (Search and Amphibious Vehicle for Immediate Operational Rescue): a remote operated, amphibious vehicle equipped with a GPS, camera, and medical supplies. An Arduino system will manage the onboard sensors. A Spektrum DX6 radio receiver will allow the operator to maneuver the robot, manage a camera, and access a radio. Additionally, since limb lacerations are the most common form of injury in natural disasters, SAVIOR will come equipped with tourniquets, gauze, bandages, etc. To continue incorporating STEM methods, engineering strategies such as materials testing and CAD modeling will be a vital part of the preliminary design, and math will be used to ensure a reasonable weight and buoyancy. Embracing innovation, safeguarding humanity, SAVIOR solves for tomorrow.

Funding, Resources, and Technology Comments: The group used an Arduino, relays, motor drivers, low gauge wires, voltage converters, and Dewalt batteries. This technology was procured using the budget provided by the Lakota East Capstone course and by utilizing recycled parts.

TechOlympics Showcase

08

2021 WINNING SHOWCASE PROJECT SUMMARIES

THIRD PLACE - LAKOTA EAST HIGH SCHOOL

Project Name: IRIS

Project Category: Event Theme: Empower

Project Description: I.R.I.S., or Illuminated Rain-shielding Inclusive Support, is a futuristic invention designed to increase personal mobility and safety in urban and college-campus environments. This innovative design is a prototype for an umbrella that integrates Arduino-programmed LED lights into its framework to provide a steady light that enhances visibility in low-light conditions, improving safety for users navigating through busy city streets or poorly lit areas. The LED lights not only serve as a safety measure but also illuminate the user's surroundings, offering a wider range of vision and keeping them more situationally aware. Another one of I.R.I.S.'s main attractions is its CAD-designed backpack insert, allowing users to carry the umbrella in a backpack compartment. This portability feature is convenient and enables individuals to carry their umbrella and keep both hands free of unnecessary burdens. Similar to its LED lights, the hands-free portion of the umbrella also enhances the safety of the user so they can always be physically prepared for whatever comes their way. In any bustling outdoor environment, we envision that I.R.I.S. will become an indispensable companion. Its dual functionality as a rain shield and a source of illumination empowers users to move more confidently and safely than ever before. Whether navigating alone at night or along dimly-lit streets, I.R.I.S. ensures that users can be free to pursue their tasks and dreams without worrying about threats to their well-being. Embrace the future of safety and mobility with I.R.I.S., creating a world in which you can "walk boldly and dream brightly."

Funding, Resources, and Technology Comments: Technologies: We used CAD-design to 3-D print the support and Arduino to program the LED lights. Resources: We used the school's 3D printer and a plethora of physical materials to build the prototype, and Canva (free) to make the presentation. Funding: The student president donated some of the materials and the other materials were from resources available to IHHS students.

09 Other Programs

OTHER PROGRAMS

Chapters can engage in more than just competitions. The following list of programs allow Chapters to grow in both their technical and soft skills.

ADOPT-A-CHAPTER

The Adopt-a-Chapter program is one of many exciting new programs we are providing Chapters with this year. This program aims to allow select schools direct contact with a company that will assist in setting up meetings, planning events and other Chapter activities. The goal of this program is to provide Chapters who may not have the resources that larger Chapters do to compete on an even playing field. This program is a focal point for our Chapter's programs this year, and is one of our most anticipated programs.

REGIONAL CHAPTER MODEL

This aims to take schools that either don't have enough interested members for a Chapter, or schools with smaller, struggling Chapters, and will allow them to come together under a larger central Chapter. Chapters brought together under the Regional Chapter Model will work together to host events at all schools involved, work together on Chapter Competitions and the TechOlympics Showcase Competition, and hopefully provide a foundation for smaller Chapters to combine and form one collective Chapter on their own.

JOB SHADOWING EVENTS

Job shadowing events grant Chapter members the opportunity to experience life at one of our company partners, and interact with employees in fields they're interested in to see how they work on a daily basis. These are great opportunities to start networking with companies you may intern with over the summer!



Chapter Recognitions

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END OF YEAR CELEBRATION

Chapters come together for the End of the Year Luncheon and are recognized for their hard work and accomplishments throughout the year. Four separate awards are given to our most highly engaged Chapters. Last year winners can be found on the [website](#).

CHAPTER AWARDS

MOST ENGAGED CHAPTER

Determined by the number of INTERalliance events that a representative from the school was present. Events included Chapter Competitions, TechOlympics, Job Shadowing and other events.

INTERALLIANCE CHAPTER HONOREE

Given to Chapters that attended at least 75% of the INTERalliance Chapter Events.

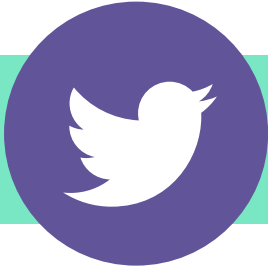
MOST WINNING CHAPTER

Determined by the number of times Chapters placed in the top three during the Chapter Competitions and Showcase.

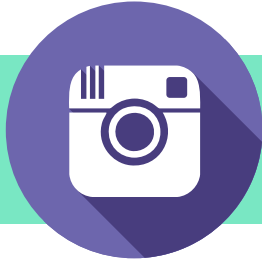
BEST NEW CHAPTER

Determined by the newest Chapter to join INTERalliance which has been the most engaged throughout the Chapter Competitions and Showcase.

11 STAY CONNECTED



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The INTERalliance of
Greater Cincinnati



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