

Application Booklet Guidelines: Leoistic Year 2026/2027

Dear Applicants,

To apply for the **Executive Board** or **Director Board** of the Leo Club of University of Kelaniya, you are required to submit a comprehensive Application Booklet. This booklet is your opportunity to showcase your Leo journey, your skills and your vision for the upcoming term.

Please structure your booklet according to the following guidelines and table of contents.

Required Table of Contents

Your booklet must include the following 8 sections:

1. **General Details**
2. **Self-Introduction**
3. **Preferred Positions (First, Second, and Third Choice)**
4. **Co-curricular, Extra-Curricular and Additional Activities for Next Term**
5. **My Leo Journey**
6. **Motivation to Apply for the Director Board/Executive Board**
7. **Expectations Associated with the Applied Positions and Initiatives for the Improvement of the Club**
8. **Relevance of Leo in the Modern Context**

Section-by-Section Breakdown

01. General Details

Provide your basic contact information and a professional, high-quality portrait photograph.

- **Full Name** (First Name and Surname)
- **Email Address**
- **Year of Study**
- **Faculty and Department**
- **Home Address**
- **Mobile Number**

02. Self-Introduction

Write a brief, engaging summary about yourself. Mention your current academic standing (e.g., your year and department), your soft skills (e.g., communication, teamwork, adaptability), and your personal/professional goals within community service.

03. Preferred Positions (*Crucial Step*)

You can apply for **up to three positions**. You must list and maintain them strictly in order of preference:

- **First Choice** (Your highest priority position)
- **Second Choice**
- **Third Choice**

04. Co-curricular & Extra-Curricular Activities

List your commitments outside of the Leo Club for the upcoming term. This helps us understand your time-management skills. Include:

- Professional qualifications or degrees you are pursuing.
- Roles in other university avenues, associations, or clubs.

05. My Leo Journey

Detail your past experiences within the Leo movement (within Leos of UoK or other experiences if you've been in a Leo Club elsewhere). For major projects you were involved in, highlight:

- Your specific designation (e.g., Co-Chair, Coordinator, Committee Member).
- Your key responsibilities (e.g., funding, logistics, public relations, delegate management).
- Challenges you overcame and the outcomes achieved.

Tip: Include action photos from these projects to verify your work!

06. Motivation to Apply

Explain *why* you want to join the Executive or Director Board. Discuss what inspired you from previous leaders, how you plan to balance your academics with club duties and how you see this role contributing to your personal growth.

07. Applied Positions: Expectations & Initiatives

For the positions you listed in Section 03, pitch your vision.

- **If applying for the Executive Board:** Discuss how you will oversee avenues, manage district-level relations, maintain club visibility and ensure administrative punctuality.
- **If applying for a Director Role:** Pitch concrete project ideas for that specific avenue (e.g., awareness campaigns, health clinics, collaborations or cleanup drives depending on the unit or avenue you are applying for).

08. Relevance of Leo in the Modern Context

Conclude with a brief philosophical note on why the Leo movement matters today. Touch upon leadership development, community impact, global networking and uplifting volunteerism among youth.

Submission Tip: Ensure your booklet design is clean, text is readable against backgrounds and high-resolution images are used to represent your journey effectively.

Once the booklet is completed, please ask your Co-Director for a recommendation letter and upload it to the given field.

Rename as;

- Booklet - Name_Booklet
- Recommendation Letter - (Name_RecLetter)

We wish you the best of luck with your application!