

### **Tomorrow's Topkids Child Care Society**

### **The Nora Yuet Ngor Cheung Memorial Education Bursary**

Nora was a valued member of the Tomorrow's Topkids family, first as a staff member for nine years, and, upon her retirement in June 2015, as a Board Member. Nora received a Bachelors of Social Work from the University of Hong Kong Polytechnic University, applying her education, skills and knowledge to working with school age children. She was well respected among her peers, the children in her care, their parents, and the school community. Nora encouraged our staff team;

- to further their education;
- to enroll in community workshops;
- to never become complacent;
- to challenge themselves; and
- to believe in themselves and do their best.

This bursary is dedicated to a special person who reminds us we can always do better.

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The **Nora Yuet Ngor Cheung Memorial Education Bursary** is available to all current staff members presently enrolled in an accredited post-secondary institution.

- Students applying to Canadian institutions will be given priority but international applicants will be accepted for review.

This is a non-repayable gift to be awarded to a current staff member to honour student excellence and enable the pursuit of post-secondary education at an accredited institution.

### Eligibility

- Applicants must be permanent full-time or part-time staff members working a minimum of 15 hours per week on average in a Tomorrow's Topkids program for a minimum of two years.
- Applicants must be registered in a full-time program or course load at their post-secondary institution.
- Applicants must be a Canadian citizen or permanent resident.

### Amount of Bursary

- Bursaries ranging in sizes up to \$3,000.00 can be awarded to qualifying students.
- Applicants are only eligible for one award per calendar year.

### Application Dates

- March 31<sup>st</sup> to June 30<sup>th</sup>
- September 30<sup>th</sup> to November 30<sup>th</sup>
- *Applications must be received within the dates noted above to be reviewed and considered for a bursary. Late applications will be returned to sender.*

**Please read carefully to ensure that your application is not delayed or rejected.**

**Thank you!**

SUBMISSION CHECKLIST	
	Application Form
	Proof of Canadian Citizenship or Permanent Residency
	Signed and dated Applicant Statement
	Copy of acceptance letter to post-secondary Institution <b>OR</b> copy of most recent post-secondary transcript.
	TTK employment form signed and dated by applicant <b>and</b> TTK Manager
	TWO written confidential references from persons that have known the applicant for a minimum of TWO years (may not be a relative)
	Cover letter of 500 words or less detailing your career goals and outlining how this bursary will assist you in achieving your education goals
	Cover letter is signed and dated
	Summary of Volunteer Activities if applicable
	Attach Certificates or Diplomas that support your application if applicable

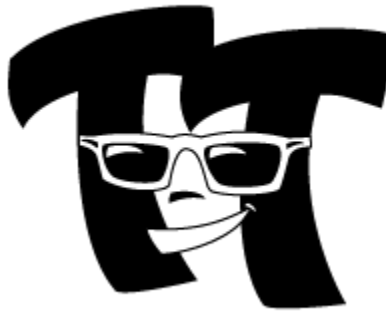


**The Nora Yuet Ngor Cheung Memorial  
Education Bursary  
Application Form**

Date	
Name (first and last)	
Street Address	
City	
Postal Code	
Contact Number	
Email	
Social Insurance Number	
Intended Post-Secondary Institution	
Last grade completed or current year of study	
Field of Study	

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**Applicant's Signature**



### **Applicant Statement**

I certify that the information provided on this application is true and completed to the best of my knowledge. If required, I will provide supporting documentation for verification of information provided and of award eligibility. I authorize the Tomorrow's Topkids Child Care Society Board of Directors to verify information collected on the application and I consent to the disclosure of information on the application to government student loan agencies and the BC Ministry of Advanced Education as required.

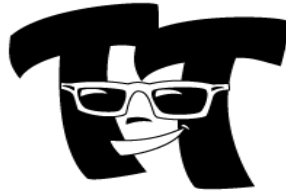
In accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA) personal information can be used for the purpose for which it is collected; for a reason consented to by the individual.

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**Applicant Signature**

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**Date**



## Tomorrow's Topkids Employment Form

**Name:** \_\_\_\_\_

Start Date	
Centre/program currently working at	
Average number of hours/week	
Immediate Supervisor	

What are your main responsibilities in your current position?

Have you worked a summer? If yes, when and what was your role? (use the back of the sheet if necessary)

Did you work with Tomorrow's Topkids previously? Leave and return? What were the dates?

\_\_\_\_\_  
**Applicant's Signature**

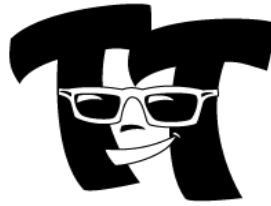
\_\_\_\_\_  
**Date**

### IMPORTANT: Office Confirmation

I, \_\_\_\_\_, confirm the information noted above by the applicant is correct.

\_\_\_\_\_  
**Manager**

\_\_\_\_\_  
**Date**



### Volunteer Experience Explanation

**Please summarize your volunteer experience using the following format for each volunteer opportunity:**

- Name of Organization where you volunteered
- Name of immediate supervisor
- Contact information for organization
- Type of volunteer work
- Dates volunteered
- Hours committed to volunteering for specific organization

In 2-3 sentences answer the following the questions;

- Why did you choose to volunteer with the organization?
- What is one thing you learned while volunteering with the organization?



Double check your application package and ensure everything required is attached. [Review the Submission Checklist.](#)

Drop off completed Application Package to our Administrative Office conveniently located in our MacCorkindale Clubhouse:

6080 Battison Street  
Vancouver, BC  
V5S 3M8

**OR**

Mail completed Application Package to:

Tomorrow's Topkids Child Care Society  
Metrotown RPO  
PO Box 1228  
Burnaby, BC V5H 4J8

**OR**

Email completed Application Package to: [registration@ttk.org](mailto:registration@ttk.org)