

Dear Friend of the Nanny Community,

Since 1990, the International Nanny Association (INA) has presented the Nanny of the Year (NOTY) award at its Annual conference to recognize the personal achievements of a working nanny. The INA Nanny of the Year serves as an example of the best kind of nanny and as a positive role model for our association and the in-home child care industry.

Since our humble beginnings in 1985, INA has worked tirelessly to promote the professional nanny and to raise the standards of in-home child care. In addition to highlighting the positive contributions nannies make, the INA Nanny of the Year award serves as an educational portal, providing a unique opportunity for the public to learn about those who truly are professional nannies.

This year during our 32nd Annual Conference we will name our 28th in-home childcare worker as Nanny of the Year. It's our sincere hope that if you know an outstanding nanny, you'll consider nominating him/her for the INA Nanny of the Year award. This is your chance to recognize an employee, a nanny you have matched, a peer, a mentor or a friend that exemplifies what it means to be a professional in-home child care provider.

In this form, you will find:

- NOTY eligibility requirements
- NOTY Nominee and NOTY recipient duties and responsibilities
- Time-line for NOTY nomination and registration
- Digital Nominator Step-by-step guide
- Digital Portfolio Step-by-step guide
- Assessment Criteria

There is no better way to honor a nanny you know than by nominating him/her for the INA Nanny of the Year award. It will make a positive, lasting impact on the nanny's career and will show that you have noticed the difference made in the lives of children and families.

Please read through this guide carefully and contact the INA Member Services Office by phone or by email should you have any questions. Please pay close attention to the two new deadlines we have. All nominators must fill out the Nominator's Form by **October 31st, 2016**. All NOTY candidates will be given access to the digital Candidate's Application by November 15th, 2016. They will then have until **January 15th, 2017** to complete and submit the digital portfolio.

Marcia Hall
INA President

NOTY Eligibility Requirements

Before submitting the Nomination Form or Candidate Portfolio, please carefully read the list of eligibility requirements and make sure that you or the person you are nominating meet these requirements.

All NOTY applicants with complete NOTY applications are considered “NOTY Candidates” until they are notified on or before February 1st, 2017 that they are NOTY nominees. The 2017 NOTY will be chosen from the nominees. The INA will choose no more than five official Nominees to be considered as the 2017 Nanny of the Year.

Candidates must:

- Be a current Full Member of INA. Associate Members of the INA are not eligible for NOTY
- Have a minimum of 5 years of experience as a nanny or specialized nanny (newborn care specialist, traveling nanny, governess, temporary nanny, etc.) in the in-home child care industry
- Be currently employed full-time as a nanny or specialty nanny. Full-time employment, based on the Fair Labor Standards Act is defined as working 40 hours in a seven-day period of time, or a minimum of 2080 hours per year
- Be legally able to accept employment in the country of current employment
- Be legally paid as defined by the IRS (or country of current employment) as an employee
- Be nominated by someone other than themselves

To be selected as the NOTY nominee you must:

- Meet all criteria in the section above
- Pass the background check with no felony record
- Agree to attend the 2017 INA Annual Conference
- Be registered for conference by January 15th, 2017
- Be selected as a NOTY nominee by the NOTY selection committee.

If selected as the INA Nanny of the Year, the individual must:

- Meet all criteria in the 2 sections above
- Agree to accept the NOTY at the 2017 INA Annual Conference May 18-21, 2017 Chicago, IL and give a 5-10-minute speech
- Agree to attend the 2018 INA Annual Conference to present the NOTY to his/her successor
- Be able to fulfill the duties and the responsibilities outlined in this guide (see list on the next page)

Candidates are encouraged, but not required, to take the INA Nanny Credential Exam. During the evaluation process, exam completion will count in the nominee’s favor. To learn more about the INA Nanny Credential Exam, please visit our website:

www.nanny.org.

Duties and Responsibilities

Before submitting your materials, please carefully read the list of duties and responsibilities to ensure you are able and willing to fulfill the obligations as outlined for Nanny of the Year nominees and recipient.

BEFORE CONFERENCE: Obligations before the INA Annual conference

Nominees:

- Once selected as an official NOTY Nominee, individuals are asked to keep their selection a secret until the INA announces their nomination via social media
- All 2017 NOTY nominees must make arrangements to attend the INA Annual conference and be present at the NOTY Celebration
- Nominees will be asked to provide a high-quality headshot and help create their NOTY Bio

NOTY Recipient:

- If the nominee is selected as INA's 2017 Nanny of the Year, the nanny must:
 - Keep the fact that you have been chosen as the 2017 NOTY a secret until the INA announces via social media in the weeks leading up to conference
 - Become familiar with the INA website and recommended practices of nannies, agencies and business owners
 - Become knowledgeable about the INA Nanny Credential Exam
 - Be able to clearly express the benefits of belonging to INA
 - Prepare a speech to present at the INA NOTY Award Celebration, both the year NOTY is received and the following year
 - Present the INA office with a list of media outlets (newspaper, television stations, radio stations) in the area where the nanny lives and/or works
 - Work with a media coach provided by INA to prepare the recipient for potential interviews with media after conference

DURING THE CONFERENCE: Obligations during the INA Annual conference

Nominees:

- Conduct his or herself in a professional manner, in appearance (business casual) and actions.
- All NOTY Nominees must attend INA's 2017 Annual Conference and be present at the NOTY Celebration to be an official NOTY Nominee.

NOTY Recipient:

- Attend conference workshops and assemblies and socialize with attendees during scheduled networking breaks and social functions
- Be available and visible to attendees and press during the INA annual conference

- Conduct his or herself in a professional manner, in appearance (business casual) and actions
- Be aware that although he or she is **not** the official spokesperson for INA, when speaking to the public, the INA Nanny of the Year represents all nannies and the INA—rather than his or her personal views
- The NOTY recipient is welcome to invite friends and family to the NOTY Celebration but must register and pay for their meals through the conference registration form
- Become familiar with the information contained in the INA NOTY manual. You will receive digital access to this before conference
- NOTY Recipient will receive three nights' conference hotel accommodations paid for however, all nominees should make hotel reservations on their own and contact the INA office for more details.

AFTER THE CONFERENCE: Obligations after the INA Annual conference

NOTY Recipient:

- INA NOTY recipient will receive a refund for the 2017 conference registration. NOTY recipient is encouraged to contact INA member services to coordinate hotel and conference benefits after being selected as NOTY.
- Send thank you notes to all those individuals and business that donated to gifts or monetarily to NOTY
- Be available to the media in the coming year
- Be aware that while serving as INA's NOTY, his or her conduct and comments about nannies and the industry can impact all nannies and others involved in the in-home child care industry
- Be available to serve on the NOTY Selection Committee the following year (2018). The responsibility of this committee is to choose the nominees and Nanny of the Year for 2018
- Attend the INA annual conference the following year (2018) to introduce the NOTY nominees and present the new NOTY with the award at the INA NOTY Luncheon.
- Submit content to the INA *Vision and Weekly Brief* (INA's newsletter and blog) editor. Articles, updates and photos are welcomed and encouraged. This will be done a minimum of four (4) times during the year
- Be willing to encourage other nannies to join INA and become more involved in enhancing the in-home child care industry
- Review the INA NOTY digital manual for accuracy. This task includes updating information to make sure it is current for the next NOTY.
- It is suggested that NOTY create and maintain a record that chronicles his or her year as NOTY to be displayed at conference
- Encourage others to nominate a nanny for the NOTY in the coming year
- It is encouraged that the NOTY take the Nanny Credential Exam if he or she has not already done so

Nanny of the Year Time-line

October 31st 2016 – All Nominators should have completed and submitted the digital [Nomination Form](#). See the Nomination Step-by-step guide on page 6 of this guide.

November 15th 2016 – The NOTY Selection Committee will examine all nominated candidates to confirm eligibility. Those who are eligible will be informed no later than November 15th, 2016. At that time, candidates will be given access to the digital portfolio through the INA Member Portal. See the Digital Nomination Step-by-step guide below.

January 15th 2017 – NOTY Candidates will have 2 months to complete the digital portfolio. Find the Digital Portfolio Step by Step Guide on page 7 of this guide. The INA has also produced a tool to help candidates organize and prioritize how to efficiently complete this challenging portfolio. This will be posted on the INA's blog or *Weekly Brief* in October of 2016. Once the portfolio is submitted, candidates are asked to contact the INA office for further instructions. A high-quality digital head-shot will need to be emailed to the office as well as documents to complete a background check. The INA will provide NOTY candidates with ongoing assistance as they fill out the digital portfolio.

February 15th 2017 – All candidates will be informed if they have made it through to become official NOTY Nominees. At this point, the NOTY Selection Committee will begin the selection process. The current NOTY will be setting up phone interviews with each Nominee, and all references will be contacted. During this time, the INA will be announcing the NOTY Nominees via blog and social media. Assistance with putting together the NOTY Bios will be required from all nominees.

April 15th 2017 – The 2017 Nanny of the Year will be selected and informed by this time. All runner-up's will also be informed. The recipient will begin preparing.

Early May 2017 – The 2017 Nanny of the Year will be announced a week before the INA Annual Conference via blog and Facebook.

Digital Nomination Form Step-By-Step Guide

Step One - Find the digital [Nomination Form here](#)

Step Two - Give basic information on yourself as the nominator including

- Name
 - Email address
 - Phone number
 - Time-zone
 - Relationship to the NOTY candidate
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Step Three - Give basic information on the person you are nominating for Nanny of the Year including:

- Name
 - Email address
 - Phone number
 - Time-zone
 - How long this person has been a full-time nanny
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Step Four - Provide the INA with an essay stating why this person should be the Nanny of the Year. 600-1000 words. Please include thoughts on the candidates:

- Contribution to child development (physical, emotional, social, creativity, and language if applicable)
 - Ability to adapt to changes. Demonstrate how the nanny has worked to meet the needs of the family, cope with special problems or challenging events.
 - Contribution to the childcare profession. Explain how the nanny has been involved in working with children or the in-home childcare industry outside of his or her job.
 - Professional and educational achievements including trainings, continuing education, years of experience working with children and continuing investments in his or her profession.
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Step Five - Answer yes to each of the questions under the Attestation section.

Step Six - Check your work and submit the form.

Once complete, you can expect to hear from the INA within 2 weeks. Please contact the INA office if you have any questions.

Digital Portfolio Step-By-Step Guide

Step One - Candidate Questions

Answer the basic information including:

- Name
- Email
- Address
- Phone number
- Social media links
- Type of caregiver
- INA membership
- Details on nanny career
- INA conferences
- Legal background
- Previous nomination for NOTY
- Credential Exam
- Continuing Education
- Qualifications and special skills
- Hobbies and interests
- Professional Goals

Step Two - Cover Letter

In 500 words or less please write a letter to the NOTY Selection Committee explaining what being a nanny means to you, how your career has impacted the children in your care, why you should be selected as the NOTY award recipient and what it would mean to you to receive this honor.

Step Three - Candidate Education

Explain what completed education you have. High School, GED, College, Technical School, Diploma Programs, Bachelors, Masters or Doctorate Degrees.

Step Four - References

Give the INA 3 references of individuals who have first-hand knowledge of your experience caring for children. We will need their name, email, phone number, time-zone, and relationship to you.

Step Five - Essays

You will need to write 8 essay questions with a maximum word count of 250 words each.

1. What led you to become a nanny?
2. Where do you see yourself five years from now?
3. If you could change something about this industry, what would it be and why?
4. How do you stay current on children's literature, parenting and in-home child care issues, child development research and toys or products that are used for children?
5. What is the extent of your involvement in the child care industry? For example, do you work as a volunteer for an industry related group or serve on an INA Committee?
6. Tell us your thoughts on the role of Social Media in your career as a nanny. Please include both positives and negatives to the use of it in your career.

Digital Portfolio Step-By-Step Guide (Continued)

7. If asked by the media your opinion about hidden cameras in the nanny workplace how would you respond?
 8. What would you say to a nanny to encourage them to take the INA Nanny Credential Exam?
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Step Six - Work History

Please provide the following information for each family you have worked for in your career as a nanny.

- Family name
 - Time span worked
 - Basic hours worked
 - Highlights of duties and responsibilities
 - What was unique or challenging about this position
 - Reason for leaving
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Step Seven - Certificates and Documentation

Please provide the INA with PDF's of earned certificates or other documentation you want to share. Suggested sources for certificates or documentation:

- Diploma or certificate from the most recent educational source
 - Professional development training programs or sessions
 - Industry-related associations or organizations to which you belong/belonged
 - Conferences or workshops you've attended
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Step Eight - Publications and Presentations – not required

Please provide the INA with PDF's of the candidate's original publications or presentations and the dates they were published or presented. This is not required but can include workshops or training tools developed as well as articles or blog posts written and published.

Step Nine - Letters of Recommendation

Please provide letters of references or recommendations from past employers, nanny placement agents, or individuals who witnessed your dedication and commitment to both personal and professional excellence. While these letters may be from the individual references given to the INA in this portfolio, letters from other references are strongly encouraged.

Digital Portfolio Step-By-Step Guide (Continued)

Step Ten - Images

Please include photos that capture you in your life as a nanny. Please be sure to get written permission to use in your submission from the parents of any children in the pictures. If your current or past employers prohibit reproduction of pictures featuring you and their children in your work environment, please be sure to alert the NOTY Selection Committee in writing.

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Step Eleven - Attestation

Please answer yes to the questions provided.

Assessment Criteria

Nominees will be judged on the following criteria with each section being worth the percentage marked:

- Experience 25%
- Training 15%
- Professionalism cited by nominator 15%
- Contribution to the community 10%
- Interview 17.5%,
- References 7.5%
- Portfolio (style, complete & correct) 10%