

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 to the lives of the children for whom they care and the families for whom they serve, 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.

It's our sincere hope that if you know an outstanding nanny, you'll consider nominating 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 packet, you will find:

- Nanny of the Year Eligibility Requirements
- Duties and Responsibilities
- Nomination Forms (3 pages)
- Application Forms (3 pages)
- Portfolio Submission Guidelines
- A Certification Form

There is no better way to honor a nanny you know than by nominating her for the INA Nanny of the Year award. In a world where nannies deserve respect for the significant work they do, nominating a nanny for the INA Nanny of the Year award will make a positive, lasting impact on her career and will let her know you have noticed the difference that she has made in the lives of children and families.

Please read through this packet carefully and contact the INA Member Services Office by phone or by email should you have any questions. All NOTY submissions must be received by the INA Member Services Office postmarked no later than March 10, 2010.

Wendy Sachs and Susan Tokayer  
INA Co-presidents

## **Nanny of the Year Eligibility Requirements**

The INA Nanny of the Year (NOTY) will serve 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. The INA NOTY is expected to meet specific criteria and to perform specific duties before, during and after the INA Annual conference.

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

To be eligible to accept a nomination for the INA Nanny of the Year (NOTY) award, the nominee must:

- Be a current member of INA. If a nominee is not a current member of INA, they must join at the time they submit their INA NOTY materials for consideration by the Selection Committee.
- Have a minimum of 5 years of experience in the in-home child care industry.
- Be currently employed full-time as a nanny or specialty nanny (newborn care specialist, traveling nanny, governess, temporary nanny, etc.). 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 as an employee.
- Be nominated by someone other than themselves.
- Attend the 2010 INA Annual conference. (All nominees must be registered to attend.)

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

- Attend the 2011 INA Annual conference to present the award to his/her successor.
- Fulfill the responsibilities and obligations outlined in the duties and responsibilities section of this packet.

Nominees 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](http://www.nanny.org) or call 888-878-1477.

## **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 award recipient.

### **BEFORE CONFERENCE: Obligations before the INA Annual conference**

All nominees must be registered to attend the INA Annual conference the year they are nominated and be present at the INA NOTY award luncheon.

If the nominee is selected as INA's Nanny of the Year, the nanny must:

- Prepare a speech to present at the INA NOTY Award Luncheon.
- Register for conference. The NOTY award recipient receives complimentary registration for conference the year she is selected for the award.
- Become familiar with the information in the INA NOTY manual. Once the Nanny of the Year is selected, a manual will be sent to the award recipient.
- Become knowledgeable about the INA Nanny Credential Exam.
- Be able to clearly express the benefits of belonging to INA.
- Contact the INA co-presidents to learn more about INA's views on various issues.
- 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.

### **DURING THE CONFERENCE: Obligations during the INA Annual conference**

The INA Nanny of the Year must:

- Be available and visible to attendees and press during the INA annual conference.
- Attend conference workshops and assemblies and socialize with attendees during scheduled networking breaks and social functions.
- Conduct his or herself in a professional manner by being dressed appropriately (business casual).
- Be aware that although 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.

**AFTER THE CONFERENCE: Obligations after the INA Annual conference**

The INA Nanny of the Year must:

- Be available to the media. The NOTY should be aware that when speaking to the public, she will represent nannies but is not the official spokesperson for INA.
- 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. The responsibility of this Committee is to choose the Nanny of the Year award recipient.
- Attend the INA annual conference the following year to introduce the NOTY nominees and present the new NOTY with the award at the INA NOTY Luncheon.
- Submit content to the INA *Vision* (INA's newsletter) editor. Articles, updates and photos are welcomed and encouraged.
- 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 manual for accuracy. This task includes updating information to make sure it is current for the next NOTY.
- Create and maintain a scrapbook that chronicles his or her year as NOTY to be displayed at conference.
- Encourage others to nominate a nanny for the NOTY award.

The NOTY is encouraged to take the INA Nanny Credential Exam. The INA has developed a book to help nannies prepare for this exam. Please note that test scores are confidential.

The Nanny of the Year is encouraged to write thank you notes to those who presented gifts at the INA Annual conference.



The International Nanny Association

International Nanny Association  
2010 Nanny of the Year Award Packet

**Nanny of the Year Nomination Form – Page 1 of 3**

**Instructions:** This form should be completed by the person making the nomination.

About You and the Nominee

**Nanny Information:**

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Nominated by:**

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Your Relationship to Nanny:  Employer  Placement Agent  Instructor/Professor  Other \_\_\_\_\_

How long have you known the nanny? \_\_\_\_\_

I have read the requirements along with the duties and responsibilities of the Nanny of the Year (NOTY) and feel confident that the nanny I am nominating is able to fulfill those requirements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Nanny of the Year Nomination Form – Page 2 of 3**

**Instructions:** This form should be completed by the person making the nomination.

### **The Nominee's Special Qualities and Commitment to Professionalism**

This section permits you to describe why you feel your candidate should be selected as the INA NOTY.

The following short essay questions are designed to highlight your candidate's qualities and commitment to professionalism.

There are no correct or incorrect answers. Please use a separate sheet of paper to answer these questions.

Be sure to note the word count limitations.

### **1. What are the candidate's outstanding qualities? Highlight the following:**

**A. Nanny's general ability.** Please include information about the nanny's training, years of experience, care of children and relationship with the employing family. Feel free to include specific examples. (Maximum word count: 300 words)

**B. Nanny's contribution to the development of the child's or children's skills.** Please include details about how the nanny influences language, creativity and social/emotional development. Feel free to include specific examples. (Maximum word count: 300 words)

**C. Nanny's ability to adapt to changes.** Please demonstrate how the nanny adapted to a family's needs by citing one or two detailed examples of situations that required her/him to cope with special problems, changing requirements or challenging events. (Maximum word count: 300 words)

**D. Nanny's contribution to the in-home child care profession.** Please detail how the nanny has contributed to the in-home child care profession. (Maximum word count: 300 words)

### **2. How does your candidate demonstrate exemplary professionalism?**

**A. Give one specific example of exemplary professionalism demonstrated by your candidate.**

Consider situations that would earn the nanny special recognition from industry peers. Your answer can include something for which the nanny was responsible; a specific duty that was performed; or a situation that led the nanny to respond in an exemplary, professional manner. (Maximum word count: 500 words)

**Nanny of the Year Nomination Form – Page 3 of 3**

**Instructions:** This form should be completed by the person making the nomination.

**Personal References**

The INA NOTY Selection Committee would like to learn more about the candidate from individuals who can provide first-hand knowledge about the nanny’s work style and quality of care she provides. Please provide three references INA may contact on behalf of the nanny nominee. These references can be an employer, an employer’s family member, a placement agent, a neighbor, a preschool teacher, a nanny friend or anyone else who has been with the nanny while she was performing the job. You may also speak with the nominee for guidance on selecting references.

	<b>Reference 1</b>	<b>Reference 2</b>	<b>Reference 3</b>
<b>Full Name</b>			
<b>Address</b>			
<b>City/State/Zip</b>			
<b>Day/Cell Phone</b>			
<b>Evening Phone</b>			
<b>E-mail address</b>			
<b>Relationship</b>			



The International Nanny Association

International Nanny Association
2010 Nanny of the Year Award Packet

Nanny of the Year Application Form – Page 1 of 3

Instructions: This form should be completed by the INA Nanny of the Year nominee.

Nanny Information:

Name: Address: Home Phone: E-mail address: City/State/ZIP: Work Phone:

Nominated by:

Name: Address: Home Phone: E-mail address: City/State/ZIP: Work Phone:

Nanny's Background Information

- I am a: Full-time Nanny, Traveling Nanny, Newborn Care Specialist, Governess, Other
Indicate the date you joined the International Nanny Association (INA):
Indicate the month/year of your first nanny position:
How many INA conferences have you attended?
Indicate the number of years you have worked as a nanny:
Have you ever been convicted of a misdemeanor or felony? Yes No
If yes, please explain:

Nanny's Educational and Professional Information

Table with 4 columns: School, High School, College, College. Rows include School, City/State, Graduated, Year Graduated, Degree/Major.

**Nanny of the Year Application Form – Page 2 of 3**

**Instructions:** This form should be completed by the INA Nanny of the Year nominee. A limit of one additional sheet of paper may be used, if needed.

• Have you taken the INA Nanny Credential Exam?  Yes  No

• List seminars or conferences you have attended or certificates you received (include the dates).

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• List the courses you have taken since you became a nanny.

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• List other qualifications and special skills you possess.

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• List your hobbies and interests.

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• What are your professional goals?

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## **Nanny of the Year Application Form – Page 3 of 3**

**Instructions:** This form should be completed by both the INA Nanny of the Year nominee.

### **Essay Questions**

**Instructions:** Please use separate paper to answer the following questions. Please include each question above your answer. Also, please note that there is a maximum word count for each question.

1. What led you to become a nanny? (Maximum word count: 250)
  
2. Where do you see yourself five years from now? (Maximum word count: 250)
  
3. If you could change something about this industry, what would it be and why? (Maximum word count: 250)
  
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? (Maximum word count: 300)
  
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? (Maximum word count: 300)
  
6. What are your views on each of the following issues? Write a brief paragraph for each issue.
  - a. Hidden cameras in the nanny's workplace
  - b. The Au Pair program
  - c. The INA Nanny Credential Exam

### **Certification Form**

**Instructions:** This form should be completed by the nanny and individual making the nomination.

I attest that the nomination forms, portfolio and documentation I am submitting for the INA Nanny of the Year (NOTY) award are true and accurate. I have read and understand the NOTY nomination eligibility requirements and I attest that the nominee named on this form meets the requirements as stated—including the ability to attend the upcoming INA annual conference and the INA Annual conference that will be held the following year.

I have read and fully understand the NOTY duties and responsibilities. The nominee named on this form is willing and able to fulfill all of the required duties and responsibilities stated within the NOTY nomination packet.

I certify that the information on this form and its attached sheets are true and correct. We authorize any agent acting on behalf of INA to contact the nominee's current and former employers and references listed within the NOTY nomination packet. We understand that INA reserves the right to run a background check on the nominee selected as its NOTY.

#### **Nanny Nominee**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Individual Making the Nomination**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Portfolio Submission Guidelines**

Each Nanny of the Year nominee is required to submit their nomination and application forms in the form of a portfolio. In addition to the nomination and application forms, the portfolio provides an opportunity for the nanny to express their creativity and highlight their personal and professional accomplishments. Be sure to allow yourself adequate time to prepare your portfolio.

The Nanny of the Year portfolio consists of 8 distinct sections. These sections include:

- Section 1: Cover Letter
- Section 2: Pages 1 and 3 of the Nomination Form AND Pages 1, 2 and 3 of the Application Form
- Section 3: Essay Questions from Page 2 of the Nomination Form
- Section 4: Essay Questions from Page 3 of the Application Form
- Section 5: Professional History
- Section 6: Letters of Recommendation
- Section 7: Printed Photo Journal (recommended but optional, no videos or CDs)
- Section 8: Certification Form

Please include a photograph of yourself (with no one else in the photo) no larger than 4 by 6 inches, with your submission.

All nominees must submit 4 spiral bound copies of their portfolio to the INA Member Services Office postmarked no later than March 10, 2010. Kinkos, Staples and other office supply stores can add spiral binding to your documents.

Please follow the detailed submission guidelines as outlined below when creating your portfolio. It is extremely important that you note the order in which your portfolio should be put together and the page limitations or word counts for each section or question. The presentation of your portfolio will be taken into consideration by the INA NOTY Selection Committee. You may wish to have a friend proofread your materials before you submit them.

Only information requested in the submission guidelines will be considered by the INA NOTY Selection Committee.

Please mail submissions to the INA Member Services Office at the address below. It is recommended that you use a delivery method that allows you to track your package and confirm its delivery.

INA Member Services Office  
PO Box 1299  
Hyannis, MA 02601

## **Detailed Submission Guidelines**

### **Section 1: Cover Letter**

Limitations: 1 Page

Please write a one-page letter addressed to the Nanny of the Year (NOTY) Selection Committee explaining the following:

- 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.
- What it would mean to you to receive this honor.

### **Section 2: Pages 1 and 3 of the Nomination Form AND Pages 1, 2 and 3 of the Application Form**

Limitations: 6 Pages

Please include the following completed pages:

- Page 1 of the Nomination Form
- Page 3 of the Nomination Form
- Page 1 of the Application Form
- Page 2 of the Application Form (and 1 additional sheet of paper, if necessary)
- Page 3 of the Application Form

### **Section 3: Essay Questions from Page 2 of the Nomination Form**

Limitations:

Questions 1 A, B, C and D have a 300 word maximum

Question 2 A has a 500 word maximum

Please provide your nominators answers to the essay questions on page 2 of the Nomination Form. Please check to be sure your nominator stayed within the word count for each question.

### **Section 4: Essay Questions from Page 3 of the Application Form**

Limitations:

Question 1: 250 word maximum

Question 2: 250 word maximum

Question 3: 250 word maximum

Question 4: 300 word maximum

Question 5: 300 word maximum

Question 6: 1 paragraph each for part A, B and C

Please provide the answers to the essay questions on page 3 of the Application Form. Be sure to stay within word limits. For each question, please include the question above your answer.

**Section 5: Professional History**

Please include:

**A. Work History**

Limitation: No more than four pages

Please provide the Selection Committee with a detailed work history that includes the following:

- A summary of the in-home child care jobs you've held, highlighting your duties and responsibilities.
- Something unique or challenging about each of the positions you've held.
- Your reason for leaving each position.

**B. Certificates and Documentation**

Limitation: No more than 10 pages. If your collection includes more than 10 pages, please select the 10 pages that best summarize your background and experience.

Please include copies (rather than originals) of certificates or documentation from:

- Professional development training programs or sessions.
- Industry-related associations or organizations to which you belong/belonged.
- Conferences or workshops you've attended.

**C. Publications and Presentations (if you have these)**

Limitation: No more than four pages

Please list the following along with dates:

- Workshops or presentations conducted.
- Publications produced or articles written and published.
- Training tools developed.

**D. Media Appearances and Awards (if you have these)**

Limitation: No more than one page

Please list past or upcoming media appearances or awards you received or are expecting to receive. Be sure to include dates.

**Section 6: Written Letters of Reference**

Limitation: No more than 10 pages

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 of reference may be from the individual references listed by your nominator on page 3 of the Nominator Form, letters from other references are strongly encouraged.

**Section 7: Photo Journal (Optional)**

Limitation: No more than 3 pages

Please include photos that capture you in your life as a nanny. If your current or past employers prohibit reproduction of pictures featuring you in your work environment, please be sure to alert the NOTY Selection Committee in writing.

**Section 8: Certification Form**

Limitation: 1 page

Please include the completed Certification Form. Please note, both the nanny nominee and the individual nominating the nanny for the award must sign the certification form.

**Please contact the INA Member Services Office by phone at 888.878.1477 or by email at [admin@nanny.org](mailto:admin@nanny.org) should you have any questions.**