



2018-2019 *Comfort Keeper*[®] of the Year Nomination

General Information- U.S.

Updated 06.27.19

The *Comfort Keeper*[®] of the Year (CKOY) award process is a time-honored event through which each of you can recognize and honor outstanding *Comfort Keeper*[®] caregivers. Our 2019 Comfort Keepers caregiver research told us that incentives and recognition are key to increasing caregiver engagement and overall satisfaction levels at work. This recognition and award is given to six *Comfort Keepers* throughout the U.S. who take pride in providing the best quality of care for seniors, focus on the importance of making a difference in their clients lives and create daily doses of joy!

The personal recognition and national attention shown to deserving *Comfort Keepers* helps position Comfort Keepers as the company that the best caregivers want to be a part of as an employee.

- We will recognize six (6) winners this year from all over the United States.
- The winners will be flown in on Wednesday October 23, 2019 so they have time to enjoy the hotel and area prior to the start of some Wednesday and Thursday events. We have welcoming activities **specifically for the winners** that include:
 - Private breakfast on Thursday morning with CKFI and other honorees
 - Photo and videotaping sessions (Weds evening & Thursday)
 - Time to familiarize themselves with the hotel and our Leadership Conference
 - And of course, the *Comfort Keeper of the Year* luncheon on Friday.

General Guidelines for *Comfort Keeper*[®] of the Year 2018-2019 Nominations

Who can nominate a Comfort Keeper of the Year?

- Franchisees, employees, clients and their family members, referral sources, advocates, and others involved in client care who have personal knowledge of the *Comfort Keeper* they are nominating.

Who can be nominated as a Comfort Keeper of the Year?

- Any *Comfort Keeper* who has gone above and beyond their job duties as a caregiver, has pride in providing the best quality of care for their clients, focuses on the importance of making a difference in their clients lives and create daily doses of joy!
- Has been **employed prior to July 1, 2018, has worked at least 12 months as a *Comfort Keeper*, and who has worked for at least 1,000 hours as of June 30, 2019.**
- Has spent the majority (at least 75%) of work hours in direct client care and demonstrates exceptional personal characteristics including Professionalism, Client Care Service Delivery, Team Work, and Coordination with their *Comfort Keepers* home office.
- The nominated *Comfort Keeper* must be employed with *Comfort Keepers*® when the award is given at our Leadership Conference in Atlanta, Georgia, at the CKOY Luncheon on **Friday, October 25, 2019.**

What is the nomination process?

- The nominator fills out a nomination form by going to Members Home page and clicking on the nomination icon. This form will provide basic demographic information of the nominee and the nominator. Tell the story of why you feel this person deserves to be recognized as one of our *Comfort Keeper* of the Year and use an example of how they engage with their clients to elevate the joy in the life/lives of those they take care of as a caregiver.
- Once the nomination form has been submitted to CK Franchising, Inc. no later than **Sunday, August 11, 2019**, the Home Care Managers (HCM) will review all entries. Entries are made 'anonymous,' meaning nominee and nominator's names, city and office # are not published. The HCM's will agree on 50 semi-finalists.
- A CKOY committee team of CKFI and franchisees will then review the 50 nominations and vote on the top 24 finalists. Marketing, Home Care and Network Development will validate the requirements for each of the nominations.
- The top 24 finalists and their nominations will be posted for the entire *Comfort Keepers* franchise system to review. Each owner will be able to vote via a confidential survey process for one nominee who they believe most represents the qualities of a *CKOY*.
- Attendees at the Annual Conference will be able to meet each finalist and hear what distinguishes them as an outstanding *Comfort Keeper* at the luncheon held in their honor, which is scheduled for **Friday, October 25, 2019.**

How will winners be recognized?

- The six winning *Comfort Keepers* of the Year will be invited to attend the **2019 Leadership Conference in Atlanta, GA, October 24-26, 2019.**
- Each CKOY will receive a paid trip to Conference including:
 - airfare for one
 - transportation to and from the hotel

- one standard room at the Omni Atlanta at CNN Center for four nights (Wednesday through Saturday)

All of this is arranged by our event team. They will communicate directly with the winners.

- The winners will be flown in on Wednesday October 23, 2019 to give them some time to relax and prepare for the week. Some will do their vignettes that evening, and we will work with them.
- Winners will be treated to a private “meet and greet” breakfast with the CKOY team (Marketing, Home Care and CKFI senior management), the franchisee (if available) and Kris Butler, our founder, on Thursday, October 24. This is a great way to meet the other winners and get an overview of what the conference weekend is all about!
- Additional video vignette tapings and photographs will happen after the ‘meet and greet’ breakfast. These will be highlighted at the CKOY luncheon on Friday.
- The conference officially kicks off with the CKOYs attending the Welcome Reception & Buffet on Thursday night, October 24. They are CKFI’s guest for all the conference meals, general sessions, breakouts, the CKOY luncheon on Friday, and the Saturday franchisee awards reception, dinner, and after party. Enjoy!
- A luncheon will be held on **Friday, October 25, 2019** to honor each of the winners.
- An award and Visa gift card will be provided to each winner.
- Each winner will receive a name tag and special ribbon to wear throughout conference.

What is my responsibility as a franchisee?

- CKFI will coordinate and pay for one (1) coach airline ticket, one (1) piece of checked luggage (if needed) from the winner’s home to Atlanta along with transportation to/from the airport to the hotel, four (4) nights hotel room, resort fee, taxes, conference attendance and all its included events/meals (a total value of \$2,500). CKFI gives a VISA gift card to each CKOY to help them with any out of pocket expenses will at conference.
- Additional expenses are the responsibility of the franchisee and/or winner.

If you have questions about the process, please direct them to Joni Magnus-Ramsey, Senior Marketing Manager at (937) 999-8227 .

Nominations are due by Sunday, August 11, 2019.