Global School Partners' Activity Checklist

Process stages	Action		Date
Recommendation by GSP-KC* Executive Committee or Partner School Director	Does the proposed activity aligns with GSP Constitutional objects? Y/N Is this is a Development Activity or Non-Development Activity? D/ND Does the proposed activity align with GSP gender and disability equity requirements? Does the proposed activity align with GSP's environmental sustainability approach?	Yes ☐ No ☐ D ☐ ND ☐ Yes ☐ No ☐ Yes ☐ No ☐	
Notification by GSP	Inform relevant stakeholders in-country of GSP's decision to support or not support the recommendation Request for quote(s).	Yes No Requested quote ☐	
Review of quotes	Analysis of quote by GSP CEO or Board. Acceptance or rejection of quote. Y/N	Accept: Yes ☐ No ☐	
Fundraising	GSP utilizes marketing channels to raise required funds	Marketed ☐	
Funds Raised	Once sufficient funds have been raised, inform stakeholders and confirm with beneficiary that they wish to go ahead – Y/N	Funds received ☐ Proceed ☐	
Authority to Proceed	Issue Authority to Proceed and transfer funds	Sent AtoP ☐	
Progress reports	Progress reports are provided by the Partner School Director, the GSP Program Officer and GSP-KC County Committee members. A request for a progress report is made by the GSP CEO if none are forthcoming.	Received ☐	
Completion of activity	An activity completion report is sent to GSP CEO by Partner School Director	Received ☐	
Audit of activity	GSP CEO requests activity audit by at least 2 members of GSP-KC County Committee who have no direct association with the Partner School. GSP CEO requests activity audit by GSP Program Officer. If required, GSP CEO requests activity audit by at least 2 members of GSP-KC Executive Committee who have no direct association with the Partner School. GSP Australian Team inspection occurs on next visit.	County report ☐ PO report ☐	
Acknowledgement	GSP CEO acknowledges to beneficiary stakeholders the completion of the activity, or that component of the activity if ongoing.	Sent ☐	

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