

Global School Partners' Activity Framework



Process Stage	Action	Evidence
Recommendation by GSP-KC Executive Committee or Partner School Director	Consideration by GSP CEO or Board whether the proposed activity aligns with GSP Constitutional objects. Y/N Consideration by GSP CEO or Board whether this is a Development Activity or Non-Development Activity. D/ND Consideration by GSP CEO or Board of gender and/or disability equity of activity. Y/N Consideration of environmental impact. Y/N	Activity Checklist
Notification by GSP	Inform relevant stakeholders in-country of GSP's decision to support or not support the recommendation Request for quote(s).	Emails and Activity Checklist
Review of quotes	Analysis of quote by GSP CEO or Board. Acceptance or rejection of quote. Y/N	Emails and Activity Checklist
Fundraising	GSP utilizes marketing channels to raise required funds	Emails, newsletters, presentations, fund raising activity (such as dinner)
Funds raised	Once sufficient funds have been raised, inform stakeholders and confirm with beneficiary that they wish to go ahead – Y/N	Emails, social media
Authority to Proceed	Issue Authority to Proceed and transfer funds	Email and Authority to Proceed
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.	Emails and Activity Checklist
Completion of activity	An activity completion report is sent to GSP CEO by Partner School Director	Emails and Activity Checklist
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.	Emails and Activity Checklist
Acknowledgement	GSP CEO acknowledges to beneficiary stakeholders the completion of the activity, or that component of the activity if ongoing.	Emails and Activity Checklist
GSP Board Review	GSP Board discusses activity with respect to meeting GSP Constitutional Objects.	Board Minutes and Activity Checklist
Inform donors	Presentation, newsletter, email	Presentation, newsletter or email and Activity Checklist
Marketing	Website, newsletter, social media, email	Website, newsletter, email, activity checklist