

Global Impact Corps - Program Operations & Forms

For Global Impact Corps Inc

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Document Control

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1. Program Model (Operating Summary)

Global Impact Corps runs a mission pipeline that turns community-led ideas into completed, verified projects. Anyone can submit an idea. The program primarily deploys young adults (18+ recommended) as paid Project Stewards, supported by Plan Lab staff/volunteers, local partners, and local/global volunteers.

Primary participant types

Type	Role	Compensation
Project Steward (Corps Member)	Leads one mission end-to-end; accountable for delivery and reporting.	Paid (employee/fellow) + milestone/closeout awards (optional)
Core Staff	Program oversight, safety/compliance, finance,	Paid

	engineering support.	
Local Skilled Trades	Specialized construction/repair work.	Paid contract/vendor
Local Volunteers	Community volunteer labor and outreach under local partner supervision.	Unpaid; may reimburse approved expenses
Global/Remote Volunteers	Translation, GIS, grant writing, design review, outreach, mentoring.	Unpaid

2. Mission Pipeline SOP

Stage 0 - Idea Submission

- Anyone may submit an idea using the Idea Submission Form (Appendix 1).
- Submissions must include a problem statement, proposed location, and at least one potential local partner contact.
- Ideas must fall within approved mission categories and comply with the 'Out of Scope' list.

Deliverables (minimum)

- Completed Idea Submission Form including problem statement, location, intended beneficiaries, and an initial local contact/partner lead.
- Initial estimate of scope and budget range (rough order of magnitude).
- Disclosure of any conflicts of interest and any requested in-kind support.

Immediate checks

- Confirm the idea is aligned with charitable/public-benefit purposes and does not include prohibited activities (e.g., political campaign activity, aid conditioned on religion, weapons, or discrimination).
- Confirm the submitter meets minimum participation requirements for the intended role (e.g., 18+ for travel-based steward roles).

Stage 1 - Triage Screening (1-2 weeks)

- Screen for legality, safety, partner viability, and feasibility.
- Reject quickly if: no local partner path; unclear land rights; high security risk without mitigation; prohibited activities.
- If promising, move to Stage 2 Plan Lab.

Deliverables (minimum)

- Completed Triage Screening Checklist with a preliminary risk rating (low/medium/high).
- Written decision: Reject / Hold / Advance to Plan Lab, with a short rationale.
- If advanced: documented local partner path and a list of required permissions (land rights, permits, school authorization, municipality sign-off).

Gate to advance

- There is a credible local partner and a plausible path to permissions/ownership.
- The mission can be executed legally and safely with available controls (or can be redesigned to meet that bar).
- Initial budget appears realistic relative to expected impact and capacity.

Stage 2 - Plan Lab (2-6 weeks)

- Produce a Mission Plan: scope, budget, bill of materials, procurement plan, timeline, risk register, and monitoring plan.
- Confirm local partner roles and maintenance/ownership plan.
- Define verification evidence for each milestone.

Deliverables (minimum)

- Mission Plan (scope, success metrics, stakeholder map, schedule, and operations plan).
- Detailed budget + bill of materials (BoM) + procurement plan with sourcing approach.
- Risk register (safety, legal, safeguarding, operational, financial) with mitigation actions and owners.
- Milestones + verification plan defining evidence required for each payment release.
- Signed Local Partner MOU (or draft ready for signature) including ownership/maintenance commitments.

Gate to publish for sponsorship

- Mission is clearly scoped (what is in/out), budgeted, and permissioned; verification evidence is defined.
- A named Project Steward (or recruitment plan) and an internal mission owner are assigned.

Stage 3 - Funding & Sponsorship (2-8 weeks)

- Create a mission page with budget and milestones.
- Accept donations/sponsorship aligned with the Gift Acceptance policy.

- Hold restricted funds by mission in the accounting system.

Deliverables (minimum)

- Public mission summary (mission page copy) including scope, timeline, budget summary, milestones, and verification approach.
- Restricted gift agreement document ready for mission sponsors (if offering project-level sponsorship).
- Accounting setup: unique mission code/class to track restricted funds, direct costs, and overhead allocation.
- Sponsor communications plan: cadence for milestone updates and closeout reporting.

Gate to start execution

- Minimum funding threshold met (or a Board/Executive-approved exception documented).
- Procurement plan is feasible and the travel/security plan is approved (if applicable).

Stage 4 - Execution (4-26+ weeks)

- Deploy Project Steward and/or team; onboard local volunteers; procure materials; implement work.
- Collect evidence at each milestone; release milestone payments only after verification.
- Maintain a daily log and weekly status updates.

Deliverables (minimum)

- Kickoff meeting with Local Partner; confirmed work schedule; volunteer recruitment plan and shift roster.
- Safety briefing completed; required PPE and training provided; incident reporting channel posted.
- Procurement documentation maintained (quotes, contracts/SOWs, invoices, proof of receipt).
- Weekly status update (scope, timeline, budget burn, risks, next milestones).
- Milestone evidence packets compiled and approved before any milestone-based releases.

Change control (scope and budget)

- Any material change to scope, timeline, or budget must be documented, approved per delegation thresholds, and communicated to sponsors.

Stage 5 - Closeout & Handover (1-4 weeks)

- Complete punch list; deliver training; hand over documentation and maintenance plan.

- Obtain local partner sign-off.
- Publish closeout report and donor updates.

Deliverables (minimum)

- Punch list completed and verified; all contractors and vendors closed out with final documentation.
- Handover packet delivered to Local Partner (as-built notes where relevant, maintenance plan, training attendance, spare parts list).
- Local Partner sign-off and beneficiary confirmation (where appropriate).
- Closeout report published for sponsors (scope delivered, budget summary, evidence highlights, lessons learned).
- After-Action Review (AAR) completed and lessons logged into the knowledge base.

3. Selection Rubric (Scoring)

Each proposed mission is scored on the following criteria (0-5 each). A minimum threshold is required to advance.

Criterion	What reviewers look for
Local partner strength	Existence of a credible local organization; willingness to co-own and maintain the outcome.
Feasibility & cost realism	Scope fits timeline and budget; materials and labor are obtainable.
Safety & legality	Risks can be managed; legal permissions are feasible.
Sustainability	Maintenance plan, training plan, spare parts/operating plan.
Impact clarity	Clear beneficiaries and measurable outcomes.
Community legitimacy	Evidence the project is wanted; avoids harmful unintended consequences.

4. Local Volunteer Recruitment Playbook

Goal: make each mission locally owned, culturally aligned, and durable.

Minimum requirements

- Identify a Local Volunteer Captain (appointed by the local partner).

- Publish volunteer roles and shift schedules (simple, concrete tasks).
- Provide a safety briefing and PPE where required.
- Track attendance (sign-in sheets) and document volunteer hours.
- Provide recognition: certificates, references, skills badges, community acknowledgments.

Volunteer roles

- Setup/cleanup and materials handling
- Community outreach and translation
- Data collection (before/after surveys, attendance counts)
- Training support (maintenance, hygiene, coaching clinics, etc.)

5. Monitoring, Evidence, and Verification

Verification is required before releasing milestone funds and before declaring completion.

- Evidence types: dated photos/videos; receipts; GPS-tagged logs where appropriate; training attendance sheets; partner sign-off.
- Independent verification: required for higher-budget missions (e.g., third-party engineer, auditor, or trusted partner rep).
- Documentation must be stored in the mission folder with standardized naming (see Appendix 10).

6. Quality, Change Control, and Closeout Standards

6.1 Scope and budget change control

Change control prevents “scope creep” and protects restricted funds. Any material change must be documented, approved at the appropriate level, and communicated to sponsors and the Local Partner.

- Material change criteria: +/- more than \$[X] or [Y]% of budget; change in beneficiary group; major design/material substitution; timeline extension beyond [Z] weeks; change in Local Partner.
- Change request: complete a Mission Change Request (recommended) with rationale, cost/time impact, risk impact, and updated verification requirements.
- Approvals: follow the Delegation of Authority matrix; Board approval may be required for high-dollar or high-risk changes.

6.2 Minimum closeout package

At closeout, every mission must produce a standardized package that enables transparency and long-term maintenance.

- Closeout report (public sponsor version): scope delivered, key photos, milestone evidence summary, budget summary, partner sign-off, and lessons learned.

- Handover packet (partner version): maintenance plan, training attendance, warranties/serial numbers, spare parts list, vendor contacts, and any as-built notes.
- Archive: store the full evidence folder in the mission repository and record the mission's final status in the mission tracker.

6.3 Sponsor reporting standard

Sponsors receive consistent updates that match the milestone schedule. Updates should be evidence-based and avoid exaggeration.

- Baseline: publish a mission summary and verification plan before funds are accepted for mission sponsorship.
- Milestone updates: provide a brief narrative, budget burn snapshot, and evidence highlights for each milestone.
- Closeout: deliver a final report and, when feasible, a 30–90 day follow-up note confirming handover status.

Appendices - Forms

Submission note: completed internal forms may be uploaded to your mission workspace or emailed to info@gicorps.org. For urgent safeguarding or security issues, use the incident process and notify info@gicorps.org immediately.

Appendix 1: Idea Submission Form

Submitter information

Field	Response
Name	
Email / Phone	
Age (optional)	
Country/City	
Are you willing to serve as Project Steward? (Y/N)	

Idea details

Field	Response
Project title	
Problem statement (what is happening?)	
Proposed solution (what will you do?)	

Location (city/region/country)	
Who benefits? (approx.)	
Potential local partner(s) and contact info	
Estimated budget range	
Risks/constraints you already know	
How will you know it worked? (metrics)	

Appendix 2: Triage Screening Checklist

- In-scope category? (Y/N)
- Local partner path exists? (Y/N)
- Legal permissions likely? (Y/N/Unknown)
- Land/asset rights clear? (Y/N/Unknown)
- Security risk acceptable? (Low/Med/High - requires review)
- Budget plausible for scope? (Y/N)
- Safeguarding concerns? (Y/N - requires safeguarding lead)
- Sanctions / restricted party risk? (Y/N/Unknown)

Decision: [Reject / Hold / Advance to Plan Lab] Reviewer: _____ Date: _____

Appendix 3: Mission Scoring Sheet (0-5 each)

Criterion	Score (0-5)	Notes
Local partner strength		
Feasibility & cost realism		
Safety & legality		
Sustainability		
Impact clarity		
Community legitimacy		

Total score: ____ / 30 Recommendation: [Advance / Hold / Decline]

Appendix 4: Local Partner Due Diligence Questionnaire

- Organization name, registration status, and leadership contacts
- Mission alignment and prior community work

- Ability to receive/store materials and manage volunteers
- Commitment to maintenance/ownership after handover
- Any political affiliations or sensitivities
- References (2) from community stakeholders

Appendix 5: Local Partner Memorandum of Understanding (MOU)

This MOU is between Global Impact Corps Inc ("Global Impact Corps") and [Local Partner Name] ("Partner") for the mission [Mission Name] in [Location].

1. Purpose: Deliver [brief scope].
2. Roles - Global Impact Corps: planning support, fundraising administration, procurement oversight, safety training, reporting.
3. Roles - Partner: community coordination, volunteer captain appointment, permissions/approvals, maintenance ownership.
4. Safeguarding: both parties agree to enforce a code of conduct and to report any incident immediately.
5. Funds and procurement: Global Impact Corps retains control and discretion over charitable funds; procurement follows Global Impact Corps policies.
6. Communications: approvals required before public announcements; consent required for images/stories.
7. Term and termination: effective [date] through closeout; either party may terminate for safety/compliance.
8. Signatures.

Appendix 6: Mission Plan

- Mission overview (problem, solution, beneficiaries)
- Scope (what is included / excluded)
- Assumptions and constraints
- Work plan and timeline (milestones)
- Budget (by category) and procurement plan
- Risk register (top risks + mitigations)
- Local partner plan (roles, volunteer plan)
- Monitoring plan (metrics, evidence, verification)
- Handover & maintenance plan

Appendix 7: Mission Budget Summary

Category	Budgeted	Actual	Variance	Notes
Personnel (Corps + staff)				
Travel & lodging				
Materials & equipment				
Local trades / contractors				
Permits / fees				
Training & community engagement				
Monitoring & verification				
Insurance / safety				
Overhead allocation				
Total				

A spreadsheet version is recommended for real missions (see GlobalImpactCorps_Mission_Budget_and_Milestones_v1_6.xlsx).

Appendix 8: Risk Register

Risk	Likelihood (L/M/H)	Impact (L/M/H)	Mitigation	Owner	Status

Appendix 9: Procurement - Quote Comparison Sheet

Item/Service	Vendor A	Vendor B	Vendor C	Selected Vendor + Rationale

Appendix 10: Milestone Verification Checklist

- Milestone defined and approved (scope + acceptance criteria).
- Evidence collected (photos/videos, receipts, logs).
- Local partner sign-off obtained (name, title, date).
- Independent verification completed (if required).
- Finance review confirms budget alignment and documentation.
- Payment authorized and recorded against mission.

Appendix 11: Volunteer Signup & Release (Local Volunteers)

Volunteer Name: _____ Phone/Email: _____
 Mission: _____ Location: _____ Date(s): _____

I acknowledge that volunteering may involve physical activity and that I will follow safety instructions. I agree to follow the Code of Conduct and to treat others with respect. I understand I am not an employee and I do not expect wages for my volunteer service. [Add jurisdiction-specific liability language as approved by counsel.]

Signature: _____ Date: _____

Appendix 12: Remote Volunteer Agreement

Role: _____ Expected hours/week: _____ Duration: _____

I will maintain confidentiality of non-public information, follow the Code of Conduct, and deliver work

products as agreed. I understand I am a volunteer and will not be compensated for time. Any expense reimbursement requires pre-approval.

Signature: _____ Date: _____

Appendix 13: Corps Member Participation Agreement (Key Terms)

This document can be adapted for either an employment model or a fellowship/service model. Have counsel review before use.

Key terms (fill in):

- Participant name and role (Project Steward / Corps Member)
- Term of service/employment (start/end dates) and expected schedule
- Compensation: base pay/living allowance; payment schedule; completion award (if any) and conditions
- Housing and travel support (if any); standards of conduct while housed/traveling
- Code of Conduct and safeguarding obligations
- Confidentiality and IP/work product ownership (as appropriate)
- Safety compliance and right to remove/terminate for safety or misconduct
- Reporting and documentation expectations

Appendix 14: Incident Report Form

Field	Response
Date/time of incident	
Location	
People involved / witnesses	
Description of what happened	
Immediate actions taken	
Safety concerns / safeguarding concerns	
Reported to (name/role) + date/time	
Follow-up actions / status	

Appendix 15: Sponsor Pledge Form

Field	Response
Donor name / organization	
Email / phone	
Mailing address	
Gift amount	
Restriction (if any)	Unrestricted / Restricted to Mission: _____
Payment method	Check / ACH / Card / Other
Recognition preference	Name listed / Anonymous / Other: _____
Signature	
Date	

Appendix 16: Local Chapter Charter & Affiliation Agreement (Starter)

Chapters are optional affiliated groups (e.g., campus clubs, city chapters) that support missions through recruitment, fundraising, and volunteer mobilization. Chapters may not represent themselves as independent legal entities unless separately incorporated.

Chapter standards

- Follow the Global Impact Corps Code of Conduct and brand guidelines.
- Use approved fundraising practices; chapter funds are held/managed by the Organization unless otherwise approved.
- Assign a Chapter Lead and a faculty/adult advisor when operating on a campus.
- Submit a simple quarterly activity report.

Chapter Charter (fill in):

Item	Details
Chapter name	
City/Campus	
Chapter Lead	
Advisor (if applicable)	
Planned activities	
Signatures	Chapter Lead: _____ Org Rep: _____ Date: _____

Appendix 17: Conflict of Interest Disclosure Form

Name: _____ Role: _____ Date: _____

1) Do you (or an immediate family member) have any financial interest that could create a conflict with the Organization's activities? [Yes/No] If yes, describe:

2) Do you have any business or personal relationship with any vendor, partner, or grantee/beneficiary organization? [Yes/No] If yes, describe:

3) Do you agree to update this disclosure if circumstances change? [Yes/No]

Signature: _____

Appendix 18: Donor Acknowledgment / Receipt Letter

[Date]

[Donor Name]

[Donor Address]

Re: Acknowledgment of Contribution

Dear [Donor Name],

Thank you for your generous contribution of \$[Amount] received on [Date] to support Global Impact Corps Inc. No goods or services were provided in exchange for this contribution.

Sincerely,

[Name]

[Title]

Global Impact Corps Inc

EIN: [EIN]

gicorps.org | info@gicorps.org

Appendix 19: Restricted Gift Agreement (Mission Sponsorship)

This Gift Agreement ("Agreement") is made between [Donor Name] ("Donor") and Global Impact Corps Inc ("Organization") as of [Date].

1. Gift. Donor pledges a charitable contribution of \$[Amount].
2. Restriction. Donor requests the gift be used to support the mission: [Mission Name].
3. Control and discretion. Organization retains exclusive control and discretion over all gifted funds to ensure compliance with law and charitable purpose.
4. If circumstances change. If the specified mission is delayed, modified, or cannot be completed, Organization may apply the gift to a similar mission or charitable purpose consistent with Donor intent.
5. Reporting. Organization will provide mission updates at the following cadence: [monthly/quarterly] and a closeout report.
6. Recognition. [Public recognition/anonymous].
7. No return benefit. Donor receives no goods or services in exchange, except as permitted by law.

Donor signature: _____ Date: _____

Organization signature: _____ Date: _____

Appendix 20: Travel Authorization Form

Field	Response
Traveler name / role	
Mission	
Destination	
Dates	
Purpose	
Estimated cost	
Risk level (L/M/H) + notes	
Approvals (name/date)	Program Lead: ___ Safety Lead: ___ Finance: ___

Appendix 21: Expense Reimbursement Form

Name: _____ Mission/Dept: _____ Date: _____

Expense must be pre-approved where required. Attach receipts.

Date	Vendor	Category	Description	Amount	Receipt attached (Y/N)

Total reimbursement requested: \$ _____

Approvals: Manager _____ Finance _____ Date _____

Appendix 22: Statement of Work (SOW)

Vendor/Contractor: _____

Mission: _____ Location: _____

Scope of work:
- [Describe deliverables]

Timeline:
- Start: ____ End: ____

Pricing and payment:
- Total: \$ ____
- Payment schedule tied to deliverables/milestones.

Quality and acceptance criteria:
- [Define acceptance]

Safety and conduct:
- Vendor must follow site safety rules and Code of Conduct.

Signatures: Vendor _____ Organization _____ Date _____

Appendix 23: Corps Member Offer Letter (Starter)

[Date]

[Candidate Name]

[Address]

Dear [Candidate Name],

We are pleased to offer you the position of Project Steward (Global Impact Corps Member) with Global Impact Corps Inc. This role supports the mission [Mission Name] and reports to [Manager].

Start date: [Date]

Term: [e.g., 12 weeks], subject to extension or early end for mission needs.

Compensation: \$[Hourly/Salary] paid [biweekly/monthly]. Any completion award is described in the Corps Member Agreement.

Work location: [Location/Remote] with travel as needed.

This offer is contingent upon: reference checks, completion of required training, and compliance with the Code of Conduct and safeguarding requirements. Employment is [at-will if applicable] and subject to applicable law.

Please sign below to accept.

Accepted by: _____ Date: _____

Appendix 24: Mission Closeout Report (Public Sponsor Version)

Mission ID: _____ Mission name: _____

Location: _____ Closeout date: ____ / ____ / ____

Project Steward: _____ Local Partner: _____

1) Executive summary

Briefly describe what was delivered, who benefited, and the mission status at handover.

2) Outcomes and outputs

List measurable results (e.g., # people served, # volunteers mobilized, infrastructure completed).

3) Scope delivered (in/out)

What was delivered vs what was deferred or out-of-scope (with rationale).

4) Budget summary

Category	Planned	Actual
Personnel	\$	\$
Materials & equipment	\$	\$
Local trades/contractors	\$	\$
Travel & lodging	\$	\$

5) Verification evidence summary

Attach or link to the milestone evidence packet(s): photos, receipts, training attendance, partner sign-off.

6) Local partner sign-off

Partner representative name/title: _____ Date: ____/____/____

Signature (if applicable): _____

7) Lessons learned and follow-up plan

Summarize key lessons, risks encountered, and any 30-90 day follow-up actions.

Appendix 25: Handover Checklist & Training Attendance

Handover checklist (check all that apply):

- Maintenance plan delivered to Local Partner
- Training completed for operators/maintainers
- Spare parts list and sourcing info delivered
- Vendor contacts and warranties delivered (if applicable)
- Safety instructions posted/communicated (if applicable)
- As-built notes / drawings delivered (if applicable)
- Final inventory completed (tools/materials)

Training attendance sheet:

Name	Role/Organization	Contact (optional)	Signature
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Appendix 26: After-Action Review (AAR)

Facilitator: _____ Date: ___/___/___ Mission ID: _____

Participants: _____

- 1) What was supposed to happen?
- 2) What actually happened?
- 3) What went well and why?
- 4) What didn't go well and why?
- 5) Key risks/incidents and mitigation effectiveness
- 6) Recommendations for next missions (process, design, safety, partners)

Action items (owner / due date):

Action item	Owner	Due date

Appendix 27: Volunteer Shift Roster & Safety Briefing Sign-In

Shift roster:

Date	Shift time	Role/task	# Volunteers needed	# Confirmed

Safety briefing sign-in:

Name	Phone/Email (optional)	Briefing date	Signature

Appendix 28: Vendor Due Diligence & Sanctions Screening Checklist (Starter)

Vendor name: _____ Country/City: _____

Service/product: _____ Estimated value: _____

Checklist:

- Business registration / identity confirmed (where feasible)
- References checked / prior work reviewed
- Pricing compared (quotes or market check) and selection rationale documented
- Conflict of interest check completed

- Sanctions screening completed (if required) and documented
- Written contract/SOW in place with deliverables and payment terms
- Insurance/licensing confirmed (if applicable)
- Safeguarding clause included (if interacting with beneficiaries)

Approvals:

Approver	Signature / Date
_____	_____
_____	_____

Appendix 29: Mission Change Request

Mission ID: _____ Mission name: _____

Requested by: _____ Date: ____/____/____

Change type (check): Scope Budget Schedule Partner Other

Describe the requested change:

Rationale / why needed:

Impact assessment:

Budget impact (\$ and %): _____

Schedule impact (weeks): _____

Risk/safety impact: _____

Verification changes needed: _____

Approvals (per delegation):

Role	Name	Signature / Date