

## Delegation Tools

### ***Worksheet for Preparing to Delegate***

*Use this worksheet to help you prepare for a delegating discussion with a 4-H member or volunteer.*

**Assignment:**

**Assigned To:**

**Clearly define the project, task or function you are preparing to delegate.**

**What are the criteria for the assignment's success? What does success look like?**

**What is the timeline for completion?**

**Describe, in specific terms, the level of authority being delegated?**

**Describe your plan for follow-up to monitor progress.**