

Delegation Form

Task Name		Date Shared	
Person Delegating		Person Receiving	
Task Purpose			
This Task Matters Because...			
Resources, Tools, Templates, Login info (Include links)	<ul style="list-style-type: none"> • 		
Who else is involved or can help? (Include contact info)	<ul style="list-style-type: none"> • 		
Instructions (Include link to video instructions, if possible)			
1.			
Standards (What are the minimum expectations for how this gets done?)			
<ul style="list-style-type: none"> • 			
# of Shadows	___ out of ___	# of Observations	___ out of ___
Date Delegated		Delegator & Receiver Initials	