Borrowing Permission Record

Ask clearly. Honor the answer. Return what you borrowed.

A borrowing agreement needs the owner's consent, clear care instructions, and a definite return point.

Example: a child asks for colored pencils until dinner. The owner agrees if they return in the case. The child checks the case and returns it to the agreed shelf.

01 Identify the item

Distinguish shared supplies from personal belongings.

Item and owner

Shared or personal rule

Purpose of use

Adult approval needed

02 Ask and listen

Make a request the owner can actually answer.

Exact request

Owner answer

Conditions of use

Alternative if declined

Borrowing Permission Record / Review & follow-through

03 Care and return

Agree on a practical handling and return plan.

Handling instruction

Place of use

Return time or event

Return location

04 Check the agreement

Record return and repair any missed condition.

Return verified

Condition checked

Permission problem to repair

Next borrowing reminder