Found Personal Item Return Record

A raised hand begins a check.

Care for the item without inventing its owner.

Hypothetical example: A glove remains after practice; the coach follows the approved collection process and keeps a competing ownership claim pending with the responsible adult.

01 Found does not mean available to borrow

Record the found item through the existing process.

Item type without private contents

Found place and session

Approved custody owner

02 Preserve a useful description without exposing everything

Prepare a permitted notice and verification route.

Permitted notice description

Private detail to protect

Claim verification route

Found Personal Item Return Record / Review & follow-through

03 Check the claim before making the handoff

Verify the claim or hold the uncertainty.

Claim evidence actually checked

Unresolved competing information

Authorized decision owner

04 Finish the return rather than inventing an owner

Record return or accepted ongoing custody.

Actual return status

Responsible receiving arrangement

Next step if owner remains unknown