



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
TITLE I, MIGRANT & SPECIAL PROGRAMS
TITLE I MOBILE UNIT RESERVATION FORM



Date Requested: _____
 Name of Person Requesting the Unit: _____
 School/Organization: _____ WorkTelephone: _____
 Address: _____
 Cell #: _____ Title I Liaison: _____

TO ENSURE AVAILABILITY, REQUEST SHOULD BE RECEIVED AT LEAST TWO WEEKS PRIOR TO THE EXPECTED EVENT DATE.

Date (s) Requested	Purpose/Activity	*Time (indicate a start and end time)

***Represents actual time that parents will be scheduled to enter the unit.**

Confirmation must be made 3-5 days prior to secure reservation.

Complete reservation forms and cancellations should be emailed to:

annie.mosley@browardschools.com

For all questions/concerns please contact Annie Mosley at (754) 321-1410.

Title I Liaison Reminder

Collecting returned mobile unit materials:

- 1) Check materials for Checkout form (keep form with materials).
- 2) If there is no checkout form, include child/parent's name if possible.
- 3) Place in the Pony only small items and address to Title I Dept. - Parent Involvement.
- 4) Email/Call to request a pick-up for large volume/heavier materials.
- 5) Develop a rotation schedule for parents to effectively use the unit.