Established 1915
BROWARD County Public Schools

Federal Programs

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.**

MUST HAVE A MINIMUM OF 50 PARENTS TOURING OR CHECKING OUT MATERIALS

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.