Dear Preuss Family,

Please follow these instructions when filling out an Activity Reservation/Field Trip Request Form (bucksheet) for activities/field trips, and ensure every section of the form is filled out. If there are incomplete sections, it will cause a delay in reviewing and approving your request.

- This form must be completed at least two (2) weeks prior to the event.
- Please make sure to share the document with appropriate access (editor or viewer) to the following staff:
  - Stephanie Tonnaer (sttonnaer@ucsd.edu & sttonnaer@preuss.ucsd.edu)
  - Dr. Steitz (msteitz@ucsd.edu)
  - VP Agliam (dagliam@ucsd.edu)
  - VP Brown (kamilah@ucsd.edu)
  - Karin Marsolais (kmarsolais@ucsd.edu)
- Email the Activity Reservation/Field Trip Request Form to Stephanie Tonnaer. If needed, you may attach additional documents.
- Keep in mind that the front office does not process Order Forms. If your request requires payment, please submit an Order Form separately and share with the Finance Team and department chair once your Activity Reservation/Field Trip Request Form is approved.
- Admin meetings are scheduled for every Tuesday @ 1:30 p.m., so make sure to submit Activity Reservation/Field Trip Request Forms ahead of time, or no later than 10 a.m. on Tuesdays. Requests submitted after this deadline will not be added to the Admin meeting agenda and will be postponed to the next meeting.
- Please be aware that school lunches and bus transportation need more than two (2) weeks notice before the event due to scheduling and availability.
- Requests for substitutes must include the time frame and for which class/faculty they are needed for.
- All events requiring custodial set-up should include a diagram of the desired set-up, either by clicking on one of the provided images, or by attaching your own drawing.