



Horry County Public School
Field Trip Request Application
Horry County Solid Waste Authority
1886 Highway 90, Conway, SC 29526
education@solidwasteauthority.org
Phone: 843-347-1651

The Horry County Solid Waste Authority offers a travel reimbursement to public schools in the Horry County School District for field trips to the Solid Waste Authority in Conway, SC. Field trips are awarded on a first-come, first-serve basis.

Email Applications to:

Horry County Solid Waste Authority
Attn: Recycling Public Education
Email: education@solidwasteauthority.org

About the Field Trips:

1. Field Trips to the Horry County Solid Waste Authority on Highway 90 in Conway, SC are available between 9 am and 1 pm Monday through Friday (rain or shine).
2. Field Trips to the Horry County Solid Waste Authority must be scheduled before May 1 and no field trips will be scheduled after May 30.
3. Each field trip lasts 2 to 3 hours.
4. Each field trip includes a presentation about Horry County recycling, a guided tour of the Solid Waste Authority landfill and/or the Materials Recycling Facility.
5. Schools must provide their own transportation; the maximum number of students per field trip is 50 or the equivalent of two classes. **We are only able to accommodate one bus of students per field trip requested day.** Schools must schedule their own transportation for the field trip through the bus office.
6. Field Trips are awarded on a first-come, first-serve basis and based on fund and calendar date availability.
7. **Schools must complete Facility Tour Request form and submit to Solid Waste Authority at least 30 days prior to requested tour date.**
8. No personal vehicles can be driven on the landfill property. Please inform parents/guardians of this please.
9. School principals must endorse applications.

Field Trip Reimbursement:

After the field trip, please send the following paperwork to the Horry County Solid Waste Authority via email to education@SolidWasteAuthority.org. Reimbursement funds will then be dispersed as a check payable to the school.

1. The Horry County Solid Waste Authority Field Trip Voucher Form must be completed and returned to the Horry County Solid Waste Authority no later than May 30 of each school year.
2. Documentation from the bus office that show field trip mileage (Only one bus per field trip from school to landfill and recycling facilities. We do not reimburse mileage to other locations).
3. Documentation for substitute teacher costs. (if applicable)



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FIELD TRIP # _____

Requested Date of Field Trip: _____

Field Trip Time: _____ (allow 2-3 hours for facility tour)

Name of School: _____

School Address: _____

Contact Person Name / Title: _____

Contact Mobile Phone Number: _____

Contact Email: _____

Grade Level / # of Students: _____ Classes (_____ Students)
(only **one bus** allowable per visit of field trip day)

Subject Area: Recycling / Waste Reduction Field Trip

Grant Applicant's Signature: _____ Date: _____

School Principal's Signature: _____ Date: _____

For SWA Office Use Only:

Mileage Costs Per Day \$ _____ per day (_____ miles round trip)

How many days? _____ days

Substitute Teacher \$ _____ (if applicable)

TOTAL FUNDS REQUESTED: \$ _____

Solid Waste Authority Approval: _____ Date: _____



Horry County Solid Waste Authority
Protecting Tomorrow's Environment Today.