



**Horry County Public School  
Field Trip Request Application**

Horry County Solid Waste Authority  
1886 Highway 90, Conway, SC 29526  
education@solidwasteauthority.org  
vjohnson@solidwasteauthority.org  
Mobile: 843-516-2510

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: [vjohnson@solidwasteauthority.org](mailto:vjohnson@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 per field trip.** 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](mailto:education@SolidWasteAuthority.org). Reimbursement funds will then be dispersed as a check payable to the school. Estimated budget costs for mileage, bus driver, and substitute teacher should be as accurate as possible and within 25% of actual cost. Actual cost exceeding 25% of estimated budget cost may not be approved / reimbursed.

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)



**Horry County Public School  
Field Trip Request Application**

Horry County Solid Waste Authority  
1886 Highway 90, Conway, SC 29526  
education@solidwasteauthority.org  
vjohnson@solidwasteauthority.org  
Phone: 843-347-1651

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** per field trip)

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? \_\_\_\_\_ Day(s)

Substitute Teacher \$ \_\_\_\_\_ (if applicable)

**TOTAL FUNDS REQUESTED:** \$ \_\_\_\_\_

Solid Waste Authority Approval: \_\_\_\_\_ Date: \_\_\_\_\_