



Horry County Public School Facility Tour Request Form

Horry County Solid Waste Authority
1886 Highway 90, Conway, SC 29526
education@solidwasteauthority.org
Phone: 843.347.1651
Fax: 843.347.3653

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

About the Facility Tours:

- 1) Facility tours to the Horry County Solid Waste Authority on Highway 90 in Conway, SC are available between 9 am and 4 pm Monday through Friday (rain or shine).
- 2) Each facility tour lasts 2 to 3 hours.
- 3) Each facility tour includes a presentation about Horry County recycling, a guided tour of the Solid Waste Authority landfill and/or the Materials Recycling Facility.
- 4) Schools must provide their own transportation, the maximum number of students per facility tour is 50 or the equivalent of two classes. We are only able to accommodate **one bus** of students per facility tour requested day. Schools must schedule their own transportation for the facility tour through the bus office.
- 5) Facility tours are awarded on a first-come, first-serve basis and based on fund and calendar date availability.
- 6) School principals must endorse applications.

Facility Tour Reimbursement:

After the facility tour, please send the following paperwork to the Horry County Solid Waste Authority via fax or Interoffice Mail. Reimbursement funds will then be dispersed as a check payable to the school.

- 1) Solid Waste Authority Voucher Form
- 2) Documentation from the bus office that show mileage
- 3) Documentation for substitute teacher costs (may not be applicable).



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You may either submit the form online or print it to fax/mail to us.
[Please print information below]

Requested Date: _____

Facility Tour Time: _____ (allow 2-3 hours for facility tour)

Name of School: _____

School Address: _____

Contact Person Name: _____

Contact Person Title: _____

Contact Phone Number: _____

Contact Email: _____

of Students: _____
(only **one bus** allowable per facility tour day)

Grade Level of Students: _____

Subject Area: _____

Please fill out the estimated budget:

Mileage Costs	\$ _____	(check with bus office)
Bus Driver Fee	\$ _____	
Substitute Teacher	\$ _____	(if applicable)
TOTAL FUNDS REQUESTED:	\$ _____	

Applicant's Signature: _____ Date: _____

School Principal's Signature: _____ Date: _____

For SWA Office Use Only:

Solid Waste Authority Approval: _____ Date: _____