



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

Horry County Solid Waste Authority
1886 Highway 90, Conway, SC 29526
education@solidwasteauthority.org
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: 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 Tuesday through Thursday (rain or shine).
2. Field Trips to the Horry County Solid Waste Authority must be scheduled before May 1 of the current school year.
3. Each field trip lasts approximately 2-3 hours.
4. Each field trip includes a guided tour of the Solid Waste Authority landfill (on bus) and a recycling presentation at the Materials Recycling Facility (off bus) located off International Dr.
5. **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. **If two buses are needed, prior approval is needed.**
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:

1. 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.
2. 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.
3. Documentation from the bus office that show field trip mileage. SWA does not reimburse schools for bus drivers or mileage to other locations.
4. Documentation for substitute teacher costs (if applicable).



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Requested Date(s) 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 without prior approval)

Grant Applicant's Signature: _____ **Date:** _____

School Principal's Signature: _____ **Date:** _____

For SWA Office Use Only: Do not fill out

Field Trip # _____

Mileage Costs per Day \$ _____ **per day** (_____ miles x \$ _____ = \$ _____)

How many days? _____ Day(s)

Substitute Teacher \$ _____ (if applicable)

TOTAL FUNDS REQUESTED: \$ _____

Solid Waste Authority Approval: _____ **Date:** _____