



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 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 two 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; **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 HCS bus office.
6. Field Trips are awarded on a first-come, first-serve basis and based on funds 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 (SWA) 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 current school year.
3. Documentation from the bus office that shows 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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FIELD TRIP # _____

Requested Date of Field Trip: _____

Field Trip Time: _____ (allow 2 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 ROUND TRIP (_____ miles x \$ _____ = \$ _____)

How many days? _____ days

Substitute Teacher \$ _____ (if applicable)

TOTAL FUNDS REQUESTED: \$ _____

Solid Waste Authority Approval: _____ Date: _____