

# Memo

Date: February 14, 2025  
To: Dr. Andy Barrett *AB*  
From: Scott McPeak  
Re: Out-of-state Field Trip Request  
Cc: Bonnie Johnson, Tom Rogers, Jamie Dunlap

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*Office of the Assistant Principal*

The following information pertains to a request made by a GHS faculty member and club sponsor to attend an event outside the State of Illinois:

Destination/Event: VEI: Youth Business Summit  
Jacob Javitz Convention Center  
429 11th Ave, New York, NY 10001

Tentative Hotel: Springhill Suites Times Square South. 338 West 36th Street, New York,  
NY 10018, **Phone:** 212-216-9244

Date of trip: April 6 – April 9, 2025

Length/time of trip: Leave Sunday morning 4/6/25; Return Wednesday night, 4/9/25

Staff Member: Jamie Dunlap

Group: Virtual Enterprises International

# of Students: Approximately 6-9 (exact # TBD on Feb. 19, 2025)

# of Chaperones: 1, but also going with another school who will have 3.

Transportation: Plane (Airline TBD), public transportation

Total Cost of trip: appx. \$1000 - \$1200 per student (TBD)

How the trip will be paid for: Individual students; Fundraising

Educational Benefit of trip: The Youth Business Summit is a one-of-a-kind global business convention for VE students. The YBS features the International Business Showcase (normally a full-blown trade show), National Business Plan Competition, National Human Resources Competition, National Marketing Competition, National Finance Competition, and National QuickBooks Competition, as well as the VE Executive Conference and Global Innovation Challenge

Additional Information Resources:

[2025 Youth Business Summit – Virtual Enterprises International](#)