Employee Post-Travel Disclosure Form

Amendmen

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure*Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-81 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

comp	npleted. Please do not file this form with the Committee on Ethics.	
	TE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to $18~\mathrm{U}$	S.C. § 1001.
1. N	Name of Traveler: Miranda Dabney	
2. a	a. Name of Accompanying Relative:	None 🗸
	b. Relationship to Traveler: Spouse Child Other (specify):	
3. a	a. Dates: Departure: June 5, 2019 Return: June 7, 2019	
	1 , ,	None 🛮
	Departure City: Washington, DC Destination: Hot Springs, VA Return City: Washington	n, DC
5. 5	Sponsor(s), Who Paid for the Trip: Congressional Institute	
6. I	Describe Meetings and Events Attended: Panels on messaging and communications tools, legislative and	policy
	briefings, speakers on effective communication, networking events	2 [7
8. 3	Attached to this form are each of the following, signify that each item is attached by checking the correspondation a. a completed Sponsor Post-Travel Disclosure Form; b. the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachme the Grantmaking or Non-Grantmaking Sponsor Forms; c. page 2 of the completed Traveler Form submitted by the employee; and the letter from the Committee on Ethics approving my participation on this trip. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. Signify statement is true by checking the box: b. If not, explain:	ents and
Sign I aut Disc	nature of Traveler: Date: 6/13/2019 This form is true, complete, and correct to the best of my knowledge and correct to the best of my knowledge and the traveler. Date: 6/13/2019 The expenses listed on the attached Sponsor Postclosure Form were necessary and that the travel was in connection with the employee's official duties and water the appearance that the employee is using public office for private gain.	ost-Travel
Nar	me of Supervising Member: Kevin Hern Date: 6/13/2019	
INAII	me of Supervising Member.	*.
Sign	nature of Supervising Member:	

		Sponso	r Post-Travel Disclos	sure Form	☑ Original ☐ Amendmen
or re of the return Command/	eimbursement for tra the form must be proven. You must answer amittee's travel regulation for subject the current. E: Willful or knowing	vel expenses to House Memvided to each House Memb all questions, and check all ations. Failure to comply with the traveler to disciplinary ac	nbers, officers, or employee er, officer, or employee wh I boxes, on this form for yo ith this requirement may re tion or a requirement to re s form may be subject to cris	s under House Rule to participated on to the submission to co esult in the denial of pay the trip expens	nsor in providing travel expenses e 25, clause 5. A completed copy the trip within ten days of their comply with House rules and the of future requests to sponsor trips ses.
		(s): Hot Springs, VA			
	Date of Departure:		Date of Re	turn: June 7, 201	9
4.	Name(s) of Travele	r(s): see attached list			
	Note: You may list	more than one traveler o	n a form only if <i>all</i> infor	mation is <i>identica</i>	al for each person listed.
5.	Actual amount of	expenses paid on behalf	of, or reimbursed to, each		ed in Question 4:
		Total Transportation	Total Lodging	Total Meal	Total Other Expenses
		Expenses	Expenses	Expenses	(dollar amount per item and description
	Traveler	\$0.00	\$304.04	\$137.50	\$434.86 - Room Rental
	Accompanying Family Member				
	statement is true by	v checking box: 🗹		•	or lump sum payment. Signify
I cei	rtify that the inform	mation contained in this	form is true, complete,	and correct to th	e best of my knowledge.
Sign	nature: Mark	Shind		Date: J	une 13, 2019
Nan	ne: Mark Strand			Title: P	resident
0	Congre	ssional Institute			

Committee staff may contact the above-named individual if additional information is required.

I am an officer of the above-named organization. Signify statement is true by checking box:

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

Email: strand@conginst.org

Telephone: 703-837-8812

Address: 1700 Diagonal Road #730, Alexandria, VA 22314

TRAVELER FORM

	TRAVELER FORM				
1.	Name of Traveler: Miranda Dabney				
	. Sponsor(s) who will be paying for the trip: Congressional Institute				
3.	Travel Destination(s): Hot Springs, VA				
	a. Date of Departure: June 5, 2019 Date of Return: June 7, 2019				
	b. Will you be extending the trip at your personal expense? Yes No				
	If yes, list dates at personal expense:				
5.	a. Will you be accompanied by a family member at the sponsor's expense? Yes No If yes:				
	(1) Name of Accompanying Family Member:				
	(2) Relationship to Traveler: Spouse Child Other (specify):				
	(3) Accompanying Family Member is at least 18 years of age: Yes No				
6.	a. Did the trip sponsor answer "Yes" to Question 8(c) on the <i>Primary Trip Sponsor Form</i> (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? Yes No				
	b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:				
7.	Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: Yes No				
	NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.				
8.	Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties. As the Press Secretary for Congressman Hern, I will benefit from the professional development, education on policy issues and				
	best practices, and the opportunity to work with and learn from my fellow House communications staffers.				
9.	Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip? ☐ Yes ☑ No				
10.	. For staff travelers, to be completed by your employing Member:				
	ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL				
dir tra	ereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my rect supervision, to accept expenses for the trip described in this request. I have determined that the above-described wel is in connection with my employee's official duties and that acceptance of these expenses will not create the pearance that the employee is using public office or private gain.				

Signature of Employing Member $_$

Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* at least 30 days before the start date of the trip. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee website (ethics. house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

	Sponsor who will be paying for the trip: Congressional Institute				
2.	I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box:				
3.	 Check only one. I represent that: a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: OR 				
	b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: OR				
	c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.				
	If "c" is checked, list the names of the additional sponsors:				
4.	Provide names and titles of ALL House Members <i>and</i> employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):				
	See Addendum & Attached Invitation List				
5.	Is travel being offered to an accompanying family member of the House invitee(s)? Yes No				
6.	Date of Departure: June 5, 2019 Date of Return: June 7, 2019				
7.	a. City of departure: Washington, DC				
	b. Destination(s): Hot Springs, VA				
	c. City of return: Washington, DC				
8.	 Check only one. I represent that: a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ OR 				
	b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: OR				
	c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event <i>and</i> lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was <i>de minimis</i> under the Committee's travel regulations.				
9.	Check only one of the following: a. I checked 8(a) or (b) above: ✓				
	b. I checked 8(c) above but am not offering any lodging:				
	c. I checked 8(c) above and am offering lodging and meals for one night: OR				
	d. I checked 8(c) above and am offering lodging and meals for two nights: If you checked this box, explain why the second night of lodging is warranted:				

10.	O. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). <i>Indicate agenda is attached by checking box:</i>				
11.	. Check only one of the following: a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees or any segment of the trip. Signify that the statement is true by checking box: OR				
	b. <i>Not Applicable</i> . Trip sponsor is a U.S. institution of higher education:				
12.	For <i>each</i> sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip <i>and</i> its role in organizing and/or conducting the trip: See Addendum				
13.	Answer parts a and b. Answer part c if neccessary: a. Mode of travel: Air Rail Bus Car Other (specify:)				
	b. Class of travel: Coach ☑ Business ☐ First ☐ Charter ☐ Other ☐ (specify:) c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:				
14.	I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). Signify that the statement is true by checking box:				
15.	 Check only one. I represent that either: a. The trip involves an event that is arranged or organized without regard to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: OR 				
	b. The trip involves events that are arranged specifically <i>with regard</i> to congressional participation: If "b" is checked:				
	1) Detail the cost <i>per day</i> of meals (approximate cost may be provided): <u>Dav 1 - \$42</u> , <u>Dav 2 - \$76</u> , <u>Dav 3 - \$20</u>				
	2) Provide the reason for selecting the location of the event or trip: Relative proximity to Washington, DC and				
	capacity to handle a large event.				
16.	Name, nightly cost, and reasons for selecting each hotel or other lodging facility:				
	Hotel Name: Omni Homestead City: Hot Springs, VA Cost Per Night: \$94				
	Reason(s) for Selecting: Proximity to DC, Availablity, Security & Facility size				
	Hotel Name: City: Cost Per Night:				
	Reason(s) for Selecting:				
	Hotel Name: City: Cost Per Night:				
	Reason(s) for Selecting:				
17.	I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. Signify that the statement is true by checking box:				

18. Total Expenses for each Participant:

Actual Amounts Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Mea l Expenses per Participant
For each Member, Officer, or Employee	\$78	\$304	\$138
For each Accompanying Family Member	\$78	\$0	\$138

		Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$446	Room Rental
For each Accompanying Family Member	\$446	Room Rental

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. C	heci	k on	ly o	me:
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- a. I certify that I am an officer of the organization listed below: I OR
- b. *Not Applicable*. Trip sponsor is an individual or a U.S. institution of higher education. \square
- 20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. 🔽
- 21. I certify by my rignature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Mark Strand

4/26/2019

Date:

Name:

President
Title:

Congressional Institute

Organization:

1700 Diagonal Road #730, Alexandria, VA 22314

703-837-8812

Telephone:

strand@conginst.org

Email:

Address:

If there are any questions regarding this form, please contact the Committee at the following address:

Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392

Theodore E. Deutch, Florida *Chairman* Kenny Marchant, Texas *Ranking Member*

Grace Meng, New York Susan Wild, Pennsylvania Dean Phillips, Minnesota Anthony Brown, Maryland

John Ratcliffe, Texas George Holding, North Carolina Jackie Walorski, Indiana Michael Guest, Mississippi



U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust Staff Director and Chief Counsel

> David W. Arrojo Counsel to the Chairman

Christopher A. Donesa
Counsel to the Ranking Member

1015 Longworth House Office Building Washington, D.C. 20515–6328 Telephone: (202) 225–7103 Facsimile: (202) 225–7392

June 3, 2019

Ms. Miranda Dabney Office of the Honorable Kevin Hern 1019 Longworth House Office Building Washington, DC 20515

Dear Ms. Dabney:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Hot Springs, Virginia, scheduled for June 5 to 7, 2019, sponsored by Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Theodore E. Deutch Chairman Kenny Marchant Ranking Member

TED/KM:adw

PRIMARY TRIP SPONSOR FORM ADDENDUM

Question 4: Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):

See attached invitation list. This Congressional Institute sponsored retreat focuses on the important roles of Legislative Directors and Communications staff in congressional offices. Therefore, the invitation to this retreat is being extended to legislative directors and the most senior communications staffer in House Majority personal offices and committee offices as well as policy and communication staff in leadership offices.

Question 12: For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Legislative Directors and Communications Directors play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This retreat is designed to strengthen professional relationships among Legislative Directors and senior Communications staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 18: Total expenses for each participant:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be \$446.



Legislative and Communication Directors Conference

June 5-7, 2019



Wednesday, June 5, 2019

11:30 AM	Buses Depart	Rayburn Horseshoe
3:00 PM	Check-In	Grand Ballroom Foyer
4:00 PM	Welcome Mark Strand, Congressional Institute	Grand Ballroom West
4:10 - 5:15 PM	An Ethics Primer: Preventing Ethics Violations Rob Walker, Wiley Rein LLP	Grand Ballroom West
5:15 - 6:25 PM	Socialism vs. Free Markets David Winston, The Winston Group Myra Miller, The Winston Group	Grand Ballroom West
6:30 - 9:00 PM	Reception & Dinner Jonah Goldberg, American Enterprise Institute/LA Times	Grand Ballroom East

Thursday, June 6, 2019

8:00 - 8:45 AM	Breakfast		Grand Ballroom East
9:00 - 10:00 AM	Working with the White House Ben Howard, White House Dep		Grand Ballroom West Legislative Affairs
10:00 - 11:45 PM	Warren Wright, Author and Pre During this session, we will have	sident, Second Ve a live poll of t	Rerational Block in the Electorate Wave Learning Grand Ballroom West the audience. Please download the te. The poll can be found in the "Voting"
11:45 - 1:15 PM	Lunch Jimmy Kemp, The Jack Kemp F	Foundation	Grand Ballroom East
	islative Directors ad Ballroom West		Communication Directors Regency Ballroom East
1:15-2:30 Healthc Regina H School	are Herzlinger, Harvard Business	1:15-2:45	The Latest on Digital Media Best Practices Patrick Ruffini, Echelon Insights Liza-Bart Dolan, Facebook
Natalie J Republic Bill Hug Republic	or: Mark Strand Joyce, Office of the House can Leader thes, Office of the House can Whip zewicki, House Republican	3:00-4:30	Leadership Communicators Moderator: Jessica Towhey Michele Exner, Office of the House Republican Leader Lauren Fine, Office of the House Republican Whip Jeremy Adler, House Republican Conference
	ne, Hoover Institution oore, Heritage Foundation	4:45-6:15	Communicating with a Hostile Press/Communicating in the Minority Ed Patru, Direct Communications Co Michael Steel, Hamilton Place Strategies
6:30 - 9:00 PM	Reception and Dinner Keynote speaker: Mary Kathari	ne Hame, CNN	Grand Ballroom East Contributor
9:00 - 10:15 PM	The Pursuit A documentary by Arthur Brook	ks, President, Ar	Theater nerican Enterprise Institute

Friday, June 7, 2019

8:00 - 8:45 AM	Breakfast	Grand Ballroom East
9:00 - 10:00 AM	Strategic Official Outreach: How to Use the MRA Effective Moderator: Mark Strand Max Engling, Office of the House Republican Leader Otto Heck, Rostrum	ely Grand Ballroom West
10:00 - 11:00 AM	The Sausage Factory: The Legislative Process Moderator: Mark Strand Kelly Dixon Chambers, House Rules Committee Hugh Halpern, Former Floor Director, Office of Speaker Paul	Grand Ballroom West
11:00 - 12:00 PM	Professional Development: Securing Your Digital Space Larry Johnson, CyberSponse	Grand Ballroom West
12:00 PM	End of Retreat Buses Depart	Hotel Lobby

record) target	Many Doo	Kristina	Walker	Jimmy	Kevin	Maggie	Cale	Matt	Gus	T.W.	Lauren	Eric	Patrlok	Elise	Ashley	Julia	Jessica	Morgan	Maddle	David	Whitley	Austin	Јегетту	Oren	Emily	Vacant	First Name		House S
	Date:		Barrett	Ballard	Baird	Аугеа	Avery	Atwood	Ashton	Arrighi	Aronson	Arndt	Artantico	Argall	Antoskiewicz	Angelotti	Andrews	Anderson	Anderson	Alten	Alexander	Agrella	Adler	Adaki	Ackerman		Last Name		House Staff [LCD]
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Fresquez	Frasier	Fox	Foley	Fogarty	Flaim	Fitzpatrick	Fine	Fike	Fike	Fields	Feyerherm	Exner	Evich	Ethington	Engling	England	Emhor	Elleson	Elizandro	Elsenberger	Edmiston	Duveneck	Dunn	Dunham	Duckworth	Drzewicki	Dowling	Douglass
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Hampson	Hall	Hallstone	Hager	Hadro	Gustafson	Guaglianone	Gross	Griswold	Griffith	Green	Green	Grawien	Graham	Gosnell	Goodwin	Goodman	Goldfarb	Goldenstein	Glenth	Gillespie	Gibson	Gerber	Gayle	Gaydos	Gamela	Gagnon	Fury	Frosi
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Emily	Emily	Deena	Michael	Anna	Chrls	Tim	Amy	Michael'	· Tim	Danielle	Brad	. "Adam	Rechel	Daniel	Greg	Zach	Cole	Richard	Brittan	Jenna	Matt	Dominique	Danielle	Danielie	Caleb	Steven	Heather	Hannah Lynn
Taylor-Johnson	Taylor	Tauster	Taggart	Swick	Sweet	Svaboda	Surber	Sullivan	Sullivan	Stewart	Stewart .	Stewart	Stephens	Stefanski	Steele	Steacy	Staudt	Stanton	Specht	Spealman	Sparks	Spadavecchia	Smotkin	Smoot	Smith	Smith	Smith	Smith
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Page 15 / 16

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