EMPLOYEE POST-TRAVEL DISCLOSURE FORM  [ ] Original  [ ] Amendment

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, by email at gifttravelreports@mail.house.gov, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

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

1. Name of Traveler: Emily Henn

2. a. Name of Accompanying Relative: ___________________________  OR  None [ ]
   b. Relationship to Traveler:  [ ] Spouse  [ ] Child  [ ] Other (specify): ___________________________

   b. Dates at Personal Expense, if any: ___________________________  OR  None [ ]


5. Sponsor(s), Who Paid for the Trip: Congressional Institute

6. Describe Meetings and Events Attended:
   The retreat included multiple events, including briefings on national issue sentiments, messaging, the upcoming Supreme Court term, tax legislation, national security, Congressional ethics, and policing in America. I attended all of these briefings.

7. Attached to this form are each of the following, signify that each item is attached by checking the corresponding box:
   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 attachments and the Additional Sponsor Form(s);
   c. [ ] page 2 of the completed Traveler Form submitted by the employee; and
   d. [ ] the letter from the Committee on Ethics approving my participation on this trip.

8. 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:

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

Signature of Traveler: ___________________________  Date: 10/18/2021

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure Form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: ___________________________  Date: 10/18/2021

Signature of Supervising Member: ___________________________

Version date 3/2021 by Committee on Ethics
SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee’s travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) who paid for the trip: Congressional Institute

2. Travel Destination(s): Williamsburg, VA

3. Date of Departure: October 13, 2021  Date of Return: October 15, 2021

4. Name(s) of Traveler(s): see attached list

   Note: You may list more than one traveler on a form only if all information is identical for each person listed.

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Total Transportation Expenses</th>
<th>Total Lodging Expenses</th>
<th>Total Meal Expenses</th>
<th>Total Other Expenses (dollar amount per item and description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>n/a</td>
<td>$211.28</td>
<td>$156.76</td>
<td>$356.46 - Room Rental</td>
</tr>
<tr>
<td>Accompanying Family Member</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
</tr>
</tbody>
</table>

6. □ All expenses connected to the trip were for actual costs incurred and not a per diem or lump sum payment. Signify statement is true by checking box.

   I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

   Signature: Mark Strand  Date: October 20, 2021

   Name: Mark Strand  Title: President

   Organization: Congressional Institute

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

   Address: 1700 Diagonal Road #300, Alexandria, VA 22314

   Email: strand@conginst.org  Telephone: 703-837-8812

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

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

Version date 3/2021 by Committee on Ethics
TRAVELER FORM

1. Name of Traveler: Emily Henn

2. Sponsor(s) who will be paying or providing in-kind support for the trip:
The Congressional Institute

3. City and State OR Foreign Country of Travel: Williamsburg, VA

4. a. Date of Departure: October 13, 2021 Date of Return: October 15, 2021
   b. Yes [ ] No [ ] Will you be extending the trip at your personal expense?
      If yes, list dates at personal expense: ________________________________

5. a. Yes [ ] No [ ] Will you be accompanied by a family member at the sponsor's expense? If yes:
      (1) Name of Accompanying Family Member: _____________________________
      (2) Relationship to Traveler: [ ] Spouse [ ] Child [ ] Other (specify): ___
      (3) Yes [ ] No [ ] Accompanying Family Member is at least 18 years of age:

6. a. Yes [ ] No [ ] Did the trip sponsor answer “Yes” to Question 8(c) on the Primary Trip Sponsor Form
      (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?
      b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:

7. Yes [ ] No [ ] Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments
   and Additional Sponsor Forms.
   
   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.
   This trip will further my network and knowledge as a legislative staff. I am currently a Legislative Assistant and will
   be helping fill the role of our LD while she is on maternity leave.

9. Yes [ ] No [ ] Is the traveler aware of any registered federal lobbyists or foreign agents involved planning,
    organizing, requesting, or arranging the trip?

10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my
direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described
travel is in connection with my employee’s official duties and that acceptance of these expenses will not create the
appearance that the employee is using public office for private gain.

Signature of Employing Member [Signature] Date 9/8/2021
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.

1. 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 and 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. Yes ☑️ No ☐ Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of departure: October 13, 2021 Date of return: October 15, 2021

7. a. City of departure: Washington, DC
   b. Destination(s): Williamsburg, 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 and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was de minimis under the Committee’s travel regulations.

9. **Check only one of the following:**
   a. ☐️ I checked 8(a) or (b) above: **OR**
   b. ☐️ I checked 8(c) above but am not offering any lodging: **OR**
   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:

Version date 3/2021 by Committee on Ethics
10. [ ] 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). Indicate agenda is attached by checking box.

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 on any segment of the trip. **Signify that the statement is true by checking box:** OR
   b. [ ] Not Applicable. Trip sponsor is a U.S. institution of higher education.

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:
See addendum

13. **Answer parts a and b. Answer part c if necessary:**
   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 the 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 **with regard** to congressional participation.
   If "b" is checked:
   1) Detail the cost per day of meals (approximate cost may be provided):
      Day 1 - $46, Day 2 - $84, Day 3 - $22
   2) Provide the reason for selecting the location of the event or trip:
      Relative proximity to DC and capacity to handle a large event

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
   - Hotel Name: Kingsmill 
     Reason(s) for Selecting: proximity to DC, availability, security & facility size 
     City: Williamsburg, VA 
     Cost Per Night: $102 + taxes
   - Hotel Name: Double Tree 
     Reason(s) for Selecting: proximity to Kingsmill 
     City: Williamsburg, VA 
     Cost Per Night: $149 + taxes
   - Hotel Name: Courtyard Marriott 
     Reason(s) for Selecting: proximity to Kingsmill 
     City: Williamsburg, VA 
     Cost Per Night: $99 + taxes

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 the box.**
18. Total Expenses for each Participant:

<table>
<thead>
<tr>
<th>Actual Amounts</th>
<th>Total Transportation Expenses per Participant</th>
<th>Total Lodging Expenses per Participant</th>
<th>Total Meal Expenses per Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Faith Estimates</td>
<td>$82</td>
<td>$227-$340</td>
<td>$153</td>
</tr>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>$82</td>
<td>$227-$340</td>
<td>$153</td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td>Other Expenses (dollar amount per item)</td>
<td>Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.)</td>
<td></td>
</tr>
<tr>
<td>For each Member, Officer, or Employee</td>
<td>$323</td>
<td>Room Rental</td>
<td></td>
</tr>
<tr>
<td>For each Accompanying Family Member</td>
<td>$323</td>
<td>Room Rental</td>
<td></td>
</tr>
</tbody>
</table>

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

19. Check only one:
   a. [ ] I certify that I am an officer of the organization listed below; OR
   b. [X] Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify by my signature that
   a. I read and understand the Committee’s Travel Regulations;
   b. I am not a registered federal lobbyist or registered foreign agent; and
   c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: ___________________________ Date: ___________________________
Name: Mark Strand Title: President
Organization: Congressional Institute
Address: 1700 Diagonal Road #300, Alexandria, VA 22314
Email: strand@conginst.org Telephone: 703-837-8812

INSTRUCTIONS

Complete the Primary Trip Sponsor Form and submit the agenda, invitation list, any attachments, and any Additional Trip Sponsor Forms directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:
1015 Longworth House Office Building  ethicscommittee@mail.house.gov  202-225-7103
Washington, D.C. 20515  More information and forms available at ethics.house.gov
October 12, 2021

Ms. Emily Henn
Office of the Honorable Sam Graves
1135 Longworth House Office Building
Washington, DC 20515

Dear Ms. Henn:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Williamsburg, Virginia, scheduled for October 13 to 15, 2021, sponsored by Congressional Institute.

This approval represents the Committee’s determination that the proposed trip complies with relevant House rules, federal laws, and Travel Regulations promulgated by the Committee. You should engage in your own assessment of the risks and implications of engaging in travel during the current COVID-19 pandemic.

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 $415 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

Jackie Walorski  
Ranking Member

TED/JW:adw
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 Republican 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 $323.
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30 AM</td>
<td>Buses Depart</td>
</tr>
<tr>
<td>3:00 PM</td>
<td>Check-In</td>
</tr>
<tr>
<td>4:00 PM</td>
<td>Welcome</td>
</tr>
<tr>
<td></td>
<td>Mark Strand, Congressional Institute</td>
</tr>
<tr>
<td>4:10 - 5:15 PM</td>
<td>Americans' Views on Today's Topics</td>
</tr>
<tr>
<td></td>
<td>Rob Autry, Meeting Street</td>
</tr>
<tr>
<td></td>
<td>Dave Sackett, Tarrance Group</td>
</tr>
<tr>
<td>5:15 - 6:25 PM</td>
<td>GOP Outreach to Hispanic Communities</td>
</tr>
<tr>
<td></td>
<td>David Winston, The Winston Group</td>
</tr>
<tr>
<td></td>
<td>Myra Miller, The Winston Group</td>
</tr>
<tr>
<td></td>
<td>Daniel Garza, The Libre Initiative</td>
</tr>
<tr>
<td>6:30 - 9:00 PM</td>
<td>Reception &amp; Dinner</td>
</tr>
<tr>
<td></td>
<td>Kim Strassel, <em>Wall Street Journal</em></td>
</tr>
</tbody>
</table>

**Wednesday, October 13, 2021**

**Thursday, October 14, 2021**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 8:45 AM</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9:00 - 10:00 AM</td>
<td>House Leadership Presentation</td>
</tr>
<tr>
<td></td>
<td>Moderator: Mark Strand, Congressional Institute</td>
</tr>
<tr>
<td></td>
<td>Will Dunham, Office of GOP Leader Kevin McCarthy</td>
</tr>
<tr>
<td></td>
<td>Matt Sparks, Office of GOP Leader Kevin McCarthy</td>
</tr>
</tbody>
</table>

**All invitees are subject to change**
Marty Reiser, Office of GOP Whip Steve Scalise
Lauren Fine, Office of GOP Whip Steve Scalise

10:00 - 11:00 AM  Congressional Ethics: A Primer
Elliot Berke, Berke Farah LLP
Erin Clark, NRCC

11:00 - 12:00 PM  Constituent Communications: Strategies and Standards
Moderator: Mark Strand
Elisabeth Conklin, House Communications Standards Commission
Max Engling, Office of GOP Leader Kevin McCarthy

12:00 - 1:15 PM  Lunch: How Adam Smith Can Change Your Life
Russ Roberts, Hoover Institution

**Legislative Directors**
1:15-2:30  The Economy, Inflation and the Debt
Michael Strain, AEI
Scott Hodge, Tax Foundation
Maya MacGuineas, Committee for a Responsible Federal Budget

2:45-4:15  American Security
Moderator: Mark Strand
Senator Jim Talent, AEI
Rob Greenway, Hudson Institute
Mackenzie Eaglen, AEI

**Communication Directors**
1:15-2:45  Communicating with a Hostile Press/Communicating in the Minority
Michael Steel, Hamilton Place
Strategies

3:00-4:30  How to Pitch to the Media
Jessica Towhey, 2e Communications
Charyssa Parent, House Republican Conference

4:45-6:15  The Latest on Digital Media Best Practices
Matt Lira, Hangar Capital
Katlyn Karnes, Former White House Digital Director
Steve Johnston, FlexPoint Media

**7:00 - 9:00 PM**  Reception and Dinner
Josh Holmes, Ruthless podcast

**Friday, October 15, 2021**

**Breakfast**

**All invitees are subject to change**
9:00-10:00 AM  The Budget Process 101
Bill Hoagland, Bipartisan Policy Center
Douglas Holtz-Eakin, American Action Forum
James C. Capretta, American Enterprise Institute

10:00-11:00 AM  How to Negotiate
Moderator: Mark Strand
Alex Kouts, Indigov

11:00-12:00 PM  A Guide to Redistricting
Adam Kincaid, National Republican Redistricting Trust

12:00 PM  End of Retreat
Buses Depart

**All invitees are subject to change**
2021 Legislative and Communication Directors Conference
Wednesday, October 13, 2021 - Friday, October 15, 2021
Kingsmill

PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON MONDAY, SEPTEMBER 13, 2021!!!

Dear *name*,

The Congressional Institute is once again honored to host the annual 2021 Legislative and Communication Directors Conference, from Wednesday, October 13, 2021, through Friday, October 15, 2021, at the Kingsmill in Williamsburg, VA. We hope you will join us.

This invitation is being extended to legislative directors and the most senior communications staffer in Republican House personal offices, committee offices, and leadership staff. The conference is designed to strengthen professional relationships, educate you on policy issues and best practices, and encourage productive conversations with your colleagues.

Please note that this conference is limited to two staff members from each personal and committee office: one person from the legislative shop and one person from the communications/press shop.

To Register:

**Step 1: Submit Ethics Packet by Monday, September 13, 2021**
To comply with House rules, you need pre-authorization from the Committee on Ethics. Download the Institute’s Private Sponsor Travel Certification Form and submit the whole package with your completed Traveler Form by Monday, September 13, 2021, to the Committee on Ethics. This entire package may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.

Failure to submit your completed materials on time means we will be unable to cover the cost of your attendance and the cost would need to be covered by your Member’s principal campaign committee funds.

Additionally, you must file a travel disclosure statement with the Clerk of the House within 15 days of your return.

**Step 2: Register with the Congressional Institute’s website**
The Congressional Institute will coordinate all logistical arrangements, including room reservations, meals, group transportation and meetings during the conference. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.
To Register:  
Register for 2021 Legislative and Communication Directors Conference

Email Address: */email/*  
Access Code: */other_id/*  

If you are unable to attend, please use the following link to decline this invitation.

We understand your registration is tentative pending Ethics approval. More information on the program and activities at the conference will be sent to you in future mailings. If you have any questions, special concerns, or need additional information, please call 703-837-8812 or email rsvp@coninst.org. We look forward to seeing you in Williamsburg!

Best wishes,  
Mark Strand, President  
The Congressional Institute  
(703) 837-8812 - Office  
strand@coninst.org

Sign up for the Congressional Institute's e-newsletter!

If you are not the correct contact for this office, please reply to this email with the updated contact information instead of unsubscribing.