



U.S. House of Representatives

COMMITTEE ON ETHICS

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: Robert J. Schwalbach
2. a. Name of Accompanying Relative: Judy Grace O. Marfil OR None ☐
b. Relationship to Traveler: ☒ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 10/15/21 Return: 10/16/21
b. Dates at Personal Expense, if any: _____ OR None ☒
4. Departure City: Washington DC Destination: Philadelphia PA Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: The Pew Charitable Trusts
6. Describe Meetings and Events Attended:
See attached Conference Agenda of meetings designed to provide a collaborative environment for the chiefs of staff to learn from experts and discuss issues of importance to an effective legislative process. The goal of the conference is to not only strengthen chiefs' management and leadership skills but to create an environment in which policy makers can productively deliberate important issues related to their work
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: [Signature] Date: 10/29/21

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: Gregorio Kilili Camacho Sablan Date: 10/28/21

Signature of Supervising Member: [Signature]



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SPONSOR POST-TRAVEL DISCLOSURE FORM

☐ Original ☐ Amendment

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: The Pew Charitable Trusts

2. Travel Destination(s): Philadelphia, PA

3. Date of Departure: 10/15/21 Date of Return: 10/16/21

4. Name(s) of Traveler(s): see attached list of those who travelled with spouses

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:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$156 (\$67 train; \$89 minibus)	\$129	\$91 (\$61 10/15; \$30 10/16)	
Accompanying Family Member	\$156 (\$67 train; \$89 minibus)	n/a	\$91 (\$61 10/15; \$30 10/16)	

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: Tamera Luzzatto Date: 10/25/21

Name: Tamera Luzzatto Title: SVP, Government Relations

Organization: The Pew Charitable Trusts

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

Address: 901 E Street NW, 10th floor, Washington, DC 20004

Email: tluzzatto@pewtrusts.org Telephone: 202/552-2000

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.



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TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. **This form and any attachments may be delivered to the Committee at 1015 Longworth or e-mailed to travel.requests@mail.house.gov.**

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Robert Schwalbach

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

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

Signature: _____

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Gregorio Kilili Camacho Sablan

Office Address: 2267 RHOB

Telephone Number: 202.309.5787

Email Address of Contact Person: bob.schwalbach@mail.house.gov

☐ Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via e-mail: travel.requests@mail.house.gov.



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TRAVELER FORM

1. Name of Traveler: Robert Schwalbach
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Pew Charitable Trusts
3. City and State **OR** Foreign Country of Travel: Philadelphia, PA
4. a. Date of Departure: 10/15/2021 Date of Return: 10/16/2021
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: Jude Marfil
(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.
The Bipartisan House Chiefs of Staff Conference, part of a series of such events sponsored by Pew is an opportunity to become more acquainted with the leaders in other congressional offices, to share experiences, and to build a basis for interactions of an official nature in the course of business in the House of Representatives. The program also offers an opportunity to learn from scholars and other experts about current policy concerns before Congress and about how Congress has conducted itself in history to address matters of importance to America.
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

Date

9/1/21



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ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

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. Name of Primary Trip Sponsor: Pew Charitable Trusts
2. Name of your organization: Democracy Fund
3. Yes ☒ No ☐ Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes ☐ No ☒ Does your organization receive funding from any foreign government or multinational organization?
5. Check one. I certify that my organization:
 - a. ☒ Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. OR
 - b. ☐ Has had a direct role in the organizing, planning, or conducting of a trip to
Destination: _____ on Date: _____
that is being organized or arranged by the above-named Primary Trip Sponsor. OR
 - c. ☐ Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. Check only one:
 - a. ☒ My organization does not employ or retain a registered federal lobbyist or foreign agent OR
 - b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. 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;
 - c. I am an officer of this organization and am duly authorized to sign this form; and
 - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: [Signature] Date: 8/6/21
Name: Joe Goldman Title: President
Organization: Democracy Fund
Address: 1200 17th Street NW Suite #300, Washington, DC 20036
Email: jgoldman@democracyfund.org Telephone: 202-420-7900



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ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

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. Name of Primary Trip Sponsor: Pew Charitable Trusts
2. Name of your organization: The William and Flora Hewlett Foundation
3. Yes ☒ No ☐ Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes ☐ No ☒ Does your organization receive funding from any foreign government or multinational organization?
5. Check one. I certify that my organization:
 - a. ☒ Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. OR
 - b. ☐ Has had a direct role in the organizing, planning, or conducting of a trip to
Destination: _____ on Date: _____
that is being organized or arranged by the above-named Primary Trip Sponsor. OR
 - c. ☐ Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. Check only one:
 - a. ☒ My organization does not employ or retain a registered federal lobbyist or foreign agent OR
 - b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. 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;
 - c. I am an officer of this organization and am duly authorized to sign this form; and
 - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Kristy Tsadick Date: 09/07/2021

Name: Kristy Tsadick Title: Deputy General Counsel

Organization: The William and Flora Hewlett Foundation

Address: 2121 Sand Hill Road, Menlo Park, CA 94065

Email: ktsadick@hewlett.org Telephone: (650) 575-1176



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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:
The Pew Charitable Trusts
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:
The William and Flora Hewlett Foundation, and The Democracy Fund
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):
please see attached; each is invited due to their role as a House Chief or Leadership Staff
5. Yes ☒ No ☐ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: October 15, 2021 Date of return: October 16, 2021
7. a. City of departure: Washington, DC
b. Destination(s): Philadelphia, PA
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:



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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:
Please see attached
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: private rail car)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
n/a
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):
10/15/21 -- \$61; 10/16/21 -- \$30
- 2) Provide the reason for selecting the location of the event or trip:
Philadelphia was selected due to its historical significance and proximity to Washington, DC
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Philadelphia Marriott Downtown City: Philadelphia, PA Cost Per Night: \$129
Reason(s) for Selecting: It can provide the necessary meeting space and number of rooms at a per diem rate
- 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 the box.*



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18. Total Expenses for each Participant:

☐ Actual Amounts ☒ Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	Train -- \$67 MotorCoach -- \$125	\$129	\$91
For each Accompanying Family Member	Train -- \$67 MotorCoach -- \$125		\$91

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
For each Accompanying Family Member		

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. ☐ 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: Tamera Luzzatto Date: 9/8/21
Name: Tamera Luzzatto Title: Senior Vice President
Organization: The Pew Charitable Trusts
Address: 901 E Street NW, Washington, DC. 20004
Email: tluzzatto@pewtrusts.org Telephone: 202/552-2000

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
Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov

Theodore E. Deutch, Florida

Chairman

Jackie Walorski, Indiana

Ranking Member

Susan Wild, Pennsylvania

Dean Phillips, Minnesota

Veronica Escobar, Texas

Mondaire Jones, New York

Michael Guest, Mississippi

Dave Joyce, Ohio

John H. Rutherford, Florida

Kelly Armstrong, North Dakota



ONE HUNDRED SEVENTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Kelle A. Strickland
Counsel to the Ranking Member

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

October 12, 2021

Mr. Robert Schwalbach
Office of the Honorable Gregorio Sablan
2411 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Schwalbach:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's proposed trip to Philadelphia, Pennsylvania, scheduled for October 15 to 16, 2021, sponsored by the Pew Charitable Trusts, Democracy Fund, and William and Flora Hewlett Foundation.

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,

The image shows two handwritten signatures in black ink. On the left is the signature of Theodore E. Deutch, which is stylized and somewhat cursive. On the right is the signature of Jackie Walorski, which is also cursive but more legible than the first signature.

Theodore E. Deutch
Chairman

Jackie Walorski
Ranking Member

TED/JW:adw

12. The Pew Charitable Trusts seeks to inform and advance the development of sound public policy in the United States as well as to strengthen the institutions that form the foundations of our democracy. The purpose of this retreat is to strengthen bipartisan relationships among the House chiefs of staff and provide leadership and management skills training. Pew is the sole organizer of this trip. The William and Flora Hewlett Foundation and the Democracy Fund provide funding for the House Chiefs of Staff initiative but play no role in choosing participants, selecting the destination, or designing the itinerary for this retreat.

long list

Sal	First Name	Last Name	Company	Phone	Email
Ms.	Sally	Adams	Capitol Office of Rep. Tom O'Halleran (AZ01 D)	(202) 225-3361	sally.adams@mail.house.gov
Mr.	Robert	Adkerson	Capitol Office of Rep. Barry Loudermilk (GA11 R)	(202) 225-2931	robert.adkerson@mail.house.gov
Ms.	Kara	Ahern	Capitol Office of Rep. Liz Cheney (WY01 R)	(202) 225-2311	kara.ahern@mail.house.gov
Mr.	Abbas	Alawieh	Capitol Office of Rep. Cori Bush (MO01 D)	(202) 225-2406	abbas.alawieh@mail.house.gov
Ms.	Liz	Albertine	Capitol Office of Rep. Rosa DeLauro (CT03 D)	(202) 225-3661	elizabeth.albertine@mail.house.gov
Ms.	Amy	Albro	Oklahoma City District Office of Rep. Stephanie Bice	(405) 300-6890	amy.albro@mail.house.gov
Ms.	Sandra	Alcala	Capitol Office of Rep. Filemon Vela Jr. (TX34 D)	(202) 225-9901	sandra.alcala@mail.house.gov
Ms.	LaVerne	Alexander	Capitol Office of Rep. Donald M. Payne Jr. (NJ10 D)	(202) 225-3436	laverne.alexander@mail.house.gov
Mr.	Matthew	Alpert	Capitol Office of Rep. Norma Torres (CA35 D)	(202) 225-6161	matthew.alpert@mail.house.gov
Ms.	Liz	Amster	Capitol Office of Rep. Kathleen Rice (NY04 D)	(202) 225-5516	liz.amster@mail.house.gov
Mr.	Dale	Anderson	Capitol Office of Rep. Doug Lamborn (CO05 R)	(202) 225-4422	dale.anderson@mail.house.gov
Ms.	Wendy	Anderson	Capitol Office of Rep. Val Demings (FL10 D)	(202) 225-2176	wendy.anderson@mail.house.gov
Mr.	Taylor	Andrae	Capitol Office of Rep. Mike Gallagher (WI08 R)	(202) 225-5665	taylor.andrae@mail.house.gov
Mr.	Don	Andres	Capitol Office of Rep. Jesus G. Garcia (IL04 D)	(202) 225-8203	don.andres@mail.house.gov
Ms.	Jessie	Andrews	Capitol Office of Rep. Antonio Delgado (NY19 D)	(202) 225-5614	jessie.andrews@mail.house.gov
Mr.	Jon	Anzur	Capitol Office of Rep. Fred Keller (PA12 R)	(202) 225-3731	jon.anzur@mail.house.gov
Mr.	Joel	Bailey	Former US Congressional Staffers		

Mr. Luca	Baker	Capitol Office of Rep. Daniel Crenshaw (TX02 R)	(202) 225-6505	alan.baker@mail.house.gov
Mr. Tim	Barnes	Capitol Office of Rep. Brendan Boyle (PA02 D)	(202) 225-5111	tim.barnes@mc.house.gov
Ms. Anery	Batista	New York District Office of Rep. Adriano Espaillat	(212) 497-5959	anery.batista@mail.house.gov
Mr. Jason	Bauknecht	Capitol Office of Rep. Tom Tiffany (WI07 R)	(202) 225-3365	jason.bauknecht@mail.house.gov
Mr. Cliff	Bayer	Capitol Office of Rep. Russ Fulcher (ID01 R)	(202) 225-6611	cliff.bayer@mail.house.gov
Ms. Hillary	Beard	Capitol Office of Rep. Terri Sewell (AL07 D)	(202) 225-2665	hillary.beard@mail.house.gov
Ms. Megan	Bel Miller	Capitol Office of Rep. Steve Scalise (LA01 R)	(202) 225-3015	megan.miller@mail.house.gov
Mr. Josh	Bell	Capitol Office of Rep. Ron Estes (KS04 R)	(202) 225-6216	joshbell@mail.house.gov
Mr. Kirk	Bell	Capitol Office of Rep. Pete Sessions (TX17 R)	(202) 225-6105	warrenbell@mail.house.gov
Ms. A Brooke	Bennett	Capitol Office of Rep. French Hill (AR02 R)	(202) 225-2506	a.brooke.bennett@mail.house.gov
Ms. Louise	Bentsen	Capitol Office of Rep. Vicente Gonzalez (TX15 D)	(202) 225-2531	louise.bentsen@mail.house.gov
Mr. Eric	Bergren	Capitol Office of Rep. Brett Guthrie (KY02 R)	(202) 225-3501	eric.bergren@mail.house.gov
Mr. James	Bernhard	Capitol Office of Rep. Troy Carter (LA02 D)	(202) 225-6636	james.bernhard@mail.house.gov
Mr. Tim	Bertucci	Capitol Office of Rep. Dean Phillips (MN03 D)	(202) 225-2871	tim.bertucci@mail.house.gov
Ms. Lisa	Bianco	Capitol Office of Rep. Joe Neguse (CO02 D)	(202) 225-2161	lisa.bianco@mail.house.gov
Mr. Jeff	Billman	Capitol Office of Rep. Ronny Jackson (TX13 R)	(202) 225-3706	jeff.billman@mail.house.gov
Ms. Christine	Biron	Capitol Office of Rep. Darren Soto (FL09 D)	(202) 225-9889	christine.biron@mail.house.gov
Mr. Dan	Black	Capitol Office of Rep. Debbie Dingell (MI12 D)	(202) 225-4071	dan.black@mail.house.gov
Mr. Alex	Blair	Capitol Office of Rep. Greg Steube (FL17 R)	(202) 225-5792	alex.blair@mail.house.gov
Ms. Gabriella	Boffelli	Capitol Office of Del. Jennifer Gonzalez Colon (PR01 R)	(202) 225-2615	gabriella.boffelli@mail.house.gov
Mr. Patrick	Boland	Capitol Office of Rep. Adam Schiff (CA28 D)	(202) 225-4176	patrick.boland@mail.house.gov
Mr. Alex	Bolton	Capitol Office of Rep. Nicole Mallotakis (NY11 R)	(202) 225-3371	alex.bolton@mail.house.gov
Mr. Gerardo	Bonilla Chavez	Capitol Office of Rep. Alexandria Ocasio Cortez (NY14 D)	(202) 225-3965	gerardo.bonilla@mail.house.gov
Mr. Aaron	Bonnyate	Capitol Office of Rep. Guy Reschenthaler (PA14 R)	(202) 225-2065	aaron.bonnyate@mail.house.gov
Ms. Kate	Bonner	Capitol Office of Rep. Lloyd Smucker (PA11 R)	(202) 225-2411	kate.bonner@mail.house.gov

Ms.	Rachael	Bornstein	Capitol Office of Rep. Suzanne Bonamici (OR01 D)	(202) 225-0855	rachael.bornstein@mail.house.gov
Mr.	Bradley	Bottoms	Capitol Office of Rep. John Garamendi (CA03 D)	(202) 225-1880	bradley.bottoms@mail.house.gov
Ms.	Lorissa	Bounds	Capitol Office of Rep. Jay Obernolte (CA08 R)	(202) 225-5861	lorissa.bounds@mail.house.gov
Mr.	Casey	Bowman	Vancouver District Office of Rep. Jaime Herrera Beutler	(360) 695-6292	casey.bowman@mail.house.gov
Ms.	Jenifer	Bradley	Capitol Office of Rep. John Rutherford (FL04 R)	(202) 225-2501	jenifer.bradley@mail.house.gov
Mr.	Sean	Brady	Capitol Office of Rep. Vern Buchanan (FL16 R)	(202) 225-5015	sean.brady@mail.house.gov
Mr.	James	Braid	Capitol Office of Rep. Matt Rosendale Sr. (MT01 R)	(202) 225-3211	james.braid@mail.house.gov
Mr.	Douglas	Branch	Capitol Office of Rep. Warren Davidson (OH08 R)	(202) 225-6205	doug.branch@mail.house.gov
Mr.	Andy	Braner	Capitol Office of Rep. Jeff Fortenberry (NE01 R)	(202) 225-4806	andy.braner@mail.house.gov
Mr.	Ross	Branson	Capitol Office of Rep. Debbie Lesko (AZ08 R)	(202) 225-4576	ross.branson@mail.house.gov
Mr.	Matthew	Brennan	Capitol Office of Rep. Glenn Thompson Jr. (PA15 R)	(202) 225-5121	matthew.brennan@mail.house.gov
Mr.	Christopher	Brinson	Capitol Office of Rep. Mike Rogers (AL03 R)	(202) 225-3261	chris.brinson@mail.house.gov
Mr.	Greg	Brooks	Capitol Office of Rep. Brad Wenstrup (OH02 R)	(202) 225-3164	greg.brooks@mail.house.gov
Ms.	Keelie	Broom	Capitol Office of Rep. Burgess Owens (UT04 R)	(202) 225-3011	keelie.broom@mail.house.gov
Mr.	Nicholas	Brown	Capitol Office of Rep. Andrew Clyde (GA09 R)	(202) 225-9893	nicholas.brown@mail.house.gov
Mr.	Eric	Bryant	Capitol Office of Rep. Kweisi Mfume (MD07 D)	(202) 225-4741	eric.bryant@mail.house.gov
Mr.	Stuart	Burns	Capitol Office of Rep. Bill Posey (FL08 R)	(202) 225-3671	stuart.burns@mail.house.gov
Mr.	Nick	Bush	Capitol Office for Ohio District 15 (OH15)	(202) 225-2015	nick.bush@mail.house.gov
Mr.	Tim	Butler	Capitol Office of Rep. Mike Kelly Jr. (PA16 R)	(202) 225-5406	tim.butler@mail.house.gov
Mr.	Jeff	Butler	Capitol Office of Rep. Patrick McHenry (NC10 R)	(202) 225-2576	jeff.butler@mail.house.gov
Mr.	John	Byers	Capitol Office of Rep. August Pfluger II (TX11 R)	(202) 225-3605	john.byers@mail.house.gov
Mr.	Zachary	Calfritz	Capitol Office of Rep. Don Beyer Jr. (VA08 D)	(202) 225-4376	zach.calfritz@mail.house.gov
Mr.	Larry	Calhoun	Capitol Office of Rep. Kat Cammack (FL03 R)	(202) 225-5744	larry.calhoun@mail.house.gov

Capitol Office of Rep. Markwayne Mullin (OK02 R)

Mr. Benjamin Cantrell	(202) 225-2701	benjamin.cantrell@house.gov
Mrs. Colleen Carlos	(202) 225-4731	colleen.carlos@house.gov
Mr. Chad Carlough	(202) 225-4931	chad.carlough@house.gov
Mr. Ryan Carney	(202) 225-3031	ryan.carney@house.gov
Mrs. Julie Carr	(202) 225-5401	julie.carr@house.gov
Mr. Robert Carretta	(202) 225-2002	rob.carretta@house.gov
Mrs. Jessica Carter	(202) 225-5816	jessica.carter@house.gov

Capitol Office of Rep. Jennifer Wexton (VA10 D)

Mrs. Abby Carter	(202) 225-5136	abby.carter@house.gov
Mrs. Caroline Cash	(202) 225-3115	caroline.cash@house.gov

Capitol Office of Rep. Lucille Roybal-Allard (CA40 D)

Mr. Victor Castillo	(202) 225-1766	victor.castillo@house.gov
Mr. Marc Cevalco	(202) 225-3976	marc.cevalco@house.gov
Mrs. Shana Chandler	(202) 225-8901	shana.chandler@house.gov
Mrs. Jennifer Chandler	(202) 225-6101	jennifer.chandler@house.gov

Capitol Office of Rep. Grace E. Napolitano (CA32 D)

Mr. Daniel Chao	(202) 225-2801	daniel.chao@house.gov
Mr. Andrew Christanson	(202) 225-1510	andrew.christanson@house.gov
Mr. Christie	(202) 225-4005	christie@house.gov
Mrs. Claptrak	(202) 225-2271	ella.claptrak@house.gov
Mr. Coe	(202) 225-8015	nick.coe@house.gov
Mr. Cohen	(202) 225-4431	larry.cohen@house.gov
Mrs. Cohen	(202) 225-9820	lisa.cohen@house.gov
Mr. Joshua Cohen	(202) 225-3516	joshua.cohen@house.gov

Capitol Office of Rep. Sheila Jackson Lee (TX18 D)

Mrs. Lillie Coney	(202) 225-2876	lillie.coney@house.gov
Mr. Christopher Connelly	(202) 225-3531	christopher.connelly@house.gov
Mr. Todd Connolly	(202) 225-5014	todd.connolly@house.gov
Mr. Connor Connolly		connor.connolly@house.gov

Portland District Office of Rep. Chellie Pingree

Mr.	Billy	Constangy	Capitol Office of Rep. Richard Hudson Jr. (NC08 R)	(202) 225-3715	billy.constangy@mail.house.gov
Mr.	Casey	Contres	Capitol Office of Rep. Tony Gonzales II (TX23 R)	(202) 225-4511	casey.contres@mail.house.gov
Ms.	Becky	Cornell	Capitol Office of Rep. Pete Aguilar (CA31 D)	(202) 225-3201	becky.cornell@mail.house.gov
Mr.	Benjamin	Couhig	Capitol Office of Rep. Brian Babin (TX36 R)	(202) 225-1555	ben.couhig@mail.house.gov
Ms.	Alexis	Covey-Brandt	Capitol Office of Rep. Steny Hoyer (MD05 D)	(202) 225-4131	alexis.covey-brandt@mail.house.gov
Mr.	Brandon	Cox	Capitol Office of Rep. Susie Lee (NV03 D)	(202) 225-3252	brandon.cox@mail.house.gov
Mr.	Christopher	Cox	Capitol Office of Rep. Yvette D. Clarke (NY09 D)	(202) 225-6231	christopher.cox@mail.house.gov
Mr.	Chris	Crawford	Capitol Office of Rep. Buddy Carter (GA01 R)	(202) 225-5831	chris.crawford@mail.house.gov
Ms.	Emily	Crerand	Capitol Office of Rep. Carolyn B. Maloney (NY12 D)	(202) 225-7944	emily.crerand@mail.house.gov
Ms.	Mary	Cruz	Cherry Hill District Office of Rep. Donald Norcross	(856) 427-7000	mary.cruz@mail.house.gov
Mr.	Timothy	Cummings	Capitol Office of Rep. Jackie Walorski (IN02 R)	(202) 225-3915	timothy.cummings@mail.house.gov
Mr.	Quincy	Cunningham	Capitol Office of Rep. Jim Baird (IN04 R)	(202) 225-5037	quincy.cunningham@mail.house.gov
Ms.	Sarah	Curtis	Capitol Office of Rep. Kathy Manning (NC06 D)	(202) 225-3065	sarah.curtis@mail.house.gov
Mr.	David	Dailey	Capitol Office of Rep. Bobby Scott (VA03 D)	(202) 225-8351	david.dailey@mail.house.gov
Ms.	Nicole	Damasco	Capitol Office of Rep. Jerry McNerney (CA09 D)	(202) 225-1947	nicole.damasco@mail.house.gov
Ms.	Arie	Dana	Capitol Office of Rep. Michelle Steel (CA48 R)	(202) 225-2415	arie.dana@mail.house.gov
Mr.	Blake	Davis	Capitol Office of Rep. Josh Gottheimer (NJ05 D)	(202) 225-4465	blake.davis@mail.house.gov
LT COL	David	Davis	Capitol Office of Rep. Kevin Brady (TX08 R)	(202) 225-4901	david.davis@mail.house.gov
Mr.	Jonathan	Day	Capitol Office of Rep. Joe Wilson (SC02 R)	(202) 225-2452	jonathan.day@mail.house.gov
Mr.	James	Decker	Capitol Office of Rep. Michael C. Burgess (TX26 R)	(202) 225-7772	james.decker@mail.house.gov
Mr.	Chris	Del Beccaro	Capitol Office of Rep. Michael McCaul (TX10 R)	(202) 225-2401	chris.delbeccaro@mail.house.gov
Mr.	Tim	Del Monico	Capitol Office of Rep. Raul Ruiz (CA36 D)	(202) 225-5330	tim.delmonico@mail.house.gov
Mr.	Benjamin	DeMarco	Capitol Office of Rep. Mary Miller (IL15 R)	(202) 225-5221	benjamin.demarco@mail.house.gov
Ms.	Sonali	Desai	Capitol Office of Rep. Lucy Chu (CA27 D)	(202) 225-5464	sonali.desai@mail.house.gov
Mr.	Patrick	Devney	Capitol Office of Rep. Ann McLane Kuster (NH02 D)	(202) 225-5206	patrick.devney@mail.house.gov

Mr	Jon	DeWitte	Capitol Office of Rep. Bill Huizenga (MI02 R)	(202) 225-4301	jon.dewitte@house.gov
Ms	Monica	Didiuk	Capitol Office of Rep. Adrian Smith (NE03 R)	(202) 225-5325	monica.didiuk@house.gov
Mr	Lonnie	Dietz	Capitol Office of Rep. Van Taylor (TX03 R)	(202) 225-1201	lonnie.dietz@house.gov
Ms	Marilyn	Dillihay	Capitol Office of Rep. Steve Cohen (TN09 D)	(202) 225-3225	marilyn.dillihay@house.gov
Mr	Joe	Diver	Capitol Office of Rep. Cindy Axne (IA03 D)	(202) 225-5176	joe.diver@house.gov
Mr	Matthew	Donnellan	Capitol Office of Rep. Carol Miller (WV03 R)	(202) 225-3152	matthew.donnellan@house.gov
Mr	Garrett	Donovan	Capitol Office of Rep. Bill Keating (MA09 D)	(202) 225-3111	garrett.donovan@house.gov
Ms	Michelle	Dorothy	Capitol Office of Rep. Chrissy Houlahan (PA06 D)	(202) 225-4315	michelle.dorothy@house.gov
Mr	Curtis	Doster	Capitol Office of Rep. Brenda Lawrence (MI14 D)	(202) 225-5802	curtis.doster@house.gov
Mr	Jordan	Downs	Capitol Office of Rep. Michael Guest (MS03 R)	(202) 225-5031	jordan.downs@house.gov
Mr	Mark	Dreiling	Capitol Office of Rep. Don Bacon (NE02 R)	(202) 225-4155	mark.dreiling@house.gov
Mr	Braden	Dreiling	Capitol Office of Rep. Jake LaTurner (KS02 R)	(202) 225-6601	braden.dreiling@house.gov
Mr	Austin	Durrer	Capitol Office of Rep. Charlie Crist (FL13 D)	(202) 225-5961	austin.durrer@house.gov
Mr	Robert	Edmonson	Capitol Office of Rep. Nancy Pelosi (CA12 D)	(202) 225-4965	robert.edmonson@house.gov
Mr	Kevin	Eichinger	Capitol Office of Rep. Jim Jordan (OH04 R)	(202) 225-2676	kevin.eichinger@house.gov
Ms	Erin	Elliott	Syracuse District Office of Rep. John Katko	(315) 423-5657	erin.elliott@house.gov
Ms	Amy	Emerick Clerkin	Capitol Office of Rep. Raul M. Grijalva (AZ03 D)	(202) 225-2135	amy.emerick@house.gov
Ms	Jaryn	Emhof	Capitol Office of Rep. Daniel Webster (FL11 R)	(202) 225-1002	jaryn.emhof@house.gov
Ms	Laura	Engquist	Capitol Office of Rep. Troy Balderson (OH12 R)	(202) 225-5355	laura.engquist@house.gov
Mr	John	Etue	Capitol Office of Rep. Roger Williams (TX25 R)	(202) 225-9896	john.etue@house.gov
Mr	Alex	Eveland	Capitol Office of Rep. Ron Kind (WI03 D)	(202) 225-5506	alex.eveland@house.gov
Mr	Jordan	Evich	Capitol Office of Rep. Jaime Herrera Beutler (WA03 R)	(202) 225-3536	jordan.evich@house.gov
Ms	Kathie	Facchiano	Capitol Office of Rep. Clay Higgins (LA03 R)	(202) 225-2031	kathie.facchiano@house.gov
Ms	Deborah	Fairhurst	Capitol Office of Rep. Al Lawson (FL05 D)	(202) 225-0123	deborah.fairhurst@house.gov
Ms	Melanie	Farrah	Capitol Office of Rep. Nikema Williams (GA05 D)	(202) 225-3801	melanie.farrah@house.gov
Mr	Bruce	Fernandez	Capitol Office of Rep. Stephen Lynch (MA08 D)	(202) 225-8273	bruce.fernandez@house.gov
Mr	Alex	Ferro	Capitol Office of Rep. Carlos Gromez (LC0 R)	(202) 225-2778	alex.ferro@house.gov

Mr.	Matthew	Fery	Capitol Office of Rep. Brian Higgins (NY26 D)	(202) 225-3306	matthew.fery@mail.house.gov
Mrs.	Carl	Fike	House Republican Policy Committee Chairman	(202) 225-4921	carl.fike@mail.house.gov
Mr.	Zach	Fisch	Capitol Office of Rep. Mondaire Jones (NY17 D)	(202) 225-6506	zach.fisch@mail.house.gov
Mr.	Liam	Fitzsimmons	Capitol Office of Rep. Frank Pallone Jr. (NJ06 D)	(202) 225-4671	liam.fitzsimmons@mail.house.gov
Mr.	David	FitzSimmons	Capitol Office of Rep. Michelle Fischbach (MN07 R)	(202) 225-2165	david.fitzsimmons@mail.house.gov
Mr.	Jamie	Fleet	House Committee on House Administration	(202) 225-2061	jamie.fleet@mail.house.gov
Mr.	Andy	Flick	Capitol Office of Rep. David Trone (MD06 D)	(202) 225-2721	andy.flick@mail.house.gov
Ms.	Lara	Flint	Democracy Fund, Inc.	+1.202.420.7900	lflint@democracyfund.org
Mr.	Michael	Florio	Huntington District Office of Rep. Thomas Suozzi	(631) 923-4100	mike.florio@mail.house.gov
Mr.	Roddy	Flynn	Capitol Office of Rep. Mary Gay Scanlon (PA05 D)	(202) 225-2011	roddy.flynn@mail.house.gov
Mr.	Scott	Forrester	Capitol Office of Rep. Melanie A. Stansbury (NM01 D)	(202) 225-6316	scott_forrester@mail.house.gov
Mr.	Liam	Forsythe	Capitol Office of Rep. Nanette Diaz Barragan (CA44 D)	(202) 225-8220	liam.forsythe@mail.house.gov
Mr.	Cameron	Foster	Capitol Office of Rep. Kevin Hern (OK01 R)	(202) 225-2211	cameron.foster@mail.house.gov
Mr.	Sean	Gard	Capitol Office of Rep. Gwen Moore (WI04 D)	(202) 225-4572	sean.gard@mail.house.gov
Mr.	Shelby	Garner	New York District Office of Rep. Carolyn B. Maloney	(212) 860-0606	shelby.garner@mail.house.gov
Mr.	James	Gee	Capitol Office of Rep. Bonnie Watson Coleman (NJ12 D)	(202) 225-5801	james.gee@mail.house.gov
Ms.	Teri	Geiger	Worthington District Office of Rep. Troy Balderson	(614) 523-2555	teri.geiger@mail.house.gov
Mr.	Justin	German	Capitol Office of Rep. Haley Stevens (MI11 D)	(202) 225-8171	justin.german@mail.house.gov
Mr.	Jay	Gertsema	Capitol Office of Rep. Dina Titus (NV01 D)	(202) 225-5965	jay.gertsema@mail.house.gov
Ms.	Tracie	Gibler	Capitol Office of Rep. Mariannette Miller Meeks (IA02 R)	(202) 225-6576	tracie.gibler@mail.house.gov
Mr.	Alex	Ginis	Capitol Office of Rep. Jahana Hayes (CT05 D)	(202) 225-4476	alex.ginis@mail.house.gov
Mr.	Stacey	Glascock	Yukon District Office of Rep. Frank Lucas	(405) 373-1958	stacey.glascock@mail.house.gov

Ms	Jennifer	Gordke	Capitol Office of Rep. Jared Huffman (CA02 D)	(202) 225-5161	jennifer.gordke@mail.house.gov
Ms	Murat	Gokcigdem	Capitol Office of Rep. Eddie Bernice Johnson (TX30 D)	(202) 225-8885	emurat.gokcigdem@mail.house.gov
Ms	Rachael	Goldenberg	Capitol Office of Rep. Josh Harder (CA10 D)	(202) 225-4540	rachael.goldenberg@mail.house.gov
Ms	Scott	Goldstein	Capitol Office of Rep. Hank Johnson Jr. (GA04 D)	(202) 225-1605	scott.goldstein@mail.house.gov
Mr	Cesar	Gonzalez	Capitol Office of Rep. Mario Diaz-Balart (FL25 R)	(202) 225-4211	cesar.gonzalez@mail.house.gov
Mr	John	Gorczynski	Capitol Office of Rep. Sylvia Garcia (TX29 D)	(202) 225-1688	john.gorczynski@mail.house.gov
Mr	Chris	Gorud	Capitol Office of Rep. Alan Lowenthal (CA47 D)	(202) 225-7924	chris.gorud@mail.house.gov
Ms	Andrea	Grace	Capitol Office of Rep. Lee Zeldin (NY01 R)	(202) 225-3826	andrea.grace@mail.house.gov
Ms	Kristie	Greco Johnson	Capitol Office of Rep. Peter Defazio (OR04 D)	(202) 225-6416	kristie.greco@mail.house.gov
Ms	Hana	Greenberg	Capitol Office of Rep. Ron Kind (WI03 D)	(202) 225-5506	hana.greenberg@mail.house.gov
Mr	Michael	Grider	Capitol Office of Rep. Tim Burchett (TN02 R)	(202) 225-5435	michael.grider@mail.house.gov
Mr	Drew	Griffin	Capitol Office of Rep. Bob Latta (OH05 R)	(202) 225-6405	drew.griffin@mail.house.gov
Mr	Ron	Grimes	Capitol Office of Rep. Tim Ryan (OH13 D)	(202) 225-5261	ron.grimes@mail.house.gov
Mr	Josh	Grogis	Capitol Office of Rep. Tom Cole (OK04 R)	(202) 225-6165	joshua.grogis@mail.house.gov
Ms	Sarah	Groh	Capitol Office of Rep. Ayanna Pressley (MA07 D)	(202) 225-5111	sarah.groh@mail.house.gov
Ms	Hillary	Gross	Capitol Office of Rep. Bob Gibbs (OH07 R)	(202) 225-6265	hillary.gross@mail.house.gov
Ms	Bertha	Guerrero	Capitol Office of Rep. Jimmy Gomez (CA34 D)	(202) 225-6235	bertha.guerrero@mail.house.gov
Mr	Anuj	Gupta	Philadelphia District Office of Rep. Dwight Evans	(215) 276-0340	anuj.gupta@mail.house.gov
Mr	Matt	Gurtler	Capitol Office of Rep. Thomas Massie (KY04 R)	(202) 225-3465	matt.gurtler@mail.house.gov
Ms	Connie	Hair	Capitol Office of Rep. Louie Gohmert Jr. (TX01 R)	(202) 225-3035	connie.hair@mail.house.gov
Mr	Mike	Hamilton	Capitol Office of Rep. David B. McKinley (WV01 R)	(202) 225-4172	mike.hamilton@mail.house.gov
Mr	James	Hampson	Capitol Office of Rep. Dan Bishop (NC09 R)	(202) 225-1976	james.hampson@mail.house.gov
Mr	Brandon	Harder	Capitol Office of Rep. Tracey Mann (KS01 R)	(202) 225-2715	brandon.harder@mail.house.gov

Mr	Derek	Harley	House Select Committee on the Modernization of Congress	(202) 225-1530	derek.harley@mail.house.gov
Mr	Blake	Harp	Capitol Office of Rep. Madison Cawthorn (NC11 R)	(202) 225-6401	blake.harp@mail.house.gov
Mr	Bill	Harper	St. Paul District Office of Rep. Betty McCollum	(651) 224-9191	bill.harper@mail.house.gov
Ms	Andrea	Harris	Capitol Office of Rep. Lauren Underwood (IL14 D)	(202) 225-2976	andrea.harris@mail.house.gov
Mr	Darryn	Harris	Capitol Office of Rep. Karen Bass (CA37 D)	(202) 225-7084	darryn.harris@mail.house.gov
Mr	Nick	Hawatmeh	Capitol Office of Rep. Lisa McClain (MI10 R)	(202) 225-2106	nick.hawatmeh@mail.house.gov
Mr	Tyler	Haymore	Capitol Office of Rep. Byron Donalds (FL19 R)	(202) 225-2536	tyler.haymore@mail.house.gov
Mr	Hayden	Haynes	Capitol Office of Rep. Mike Johnson (LA04 R)	(202) 225-2777	hayden.haynes@mail.house.gov
Ms	Maeve	Healy	Capitol Office of Rep. Grace Meng (NY06 D)	(202) 225-2601	maeve.healy@mail.house.gov
Mr	Matt	Hennessey	Capitol Office of Rep. Elissa Slotkin (MI08 D)	(202) 225-4872	matthew.hennessey@mail.house.gov
Mr	Mark	Henson	Capitol Office of Rep. Jim Himes (CT04 D)	(202) 225-5541	mark.henson@mail.house.gov
Mr	Patrick	Hester	Capitol Office of Rep. Elise Stefanik (NY21 R)	(202) 225-4611	patrick.hester@mail.house.gov
Mr	Adam	Hewitt	Troy District Office of Rep. Warren Davidson	(937) 339-1524	adam.hewitt@mail.house.gov
Mr	Van	Hilleary	Capitol Office of Rep. John Rose (TN06 R)	(202) 225-4231	vh@mail.house.gov
Ms	Joan	Hillebrands	Capitol Office of Rep. Fred Upton (MI06 R)	(202) 225-3761	joan.hillebrands@mail.house.gov
Mr	James	Hippe	Capitol Office of Rep. Chuck Fleischmann (TN03 R)	(202) 225-3271	jim.hippe@mail.house.gov
Ms	Liz	Hittos	Capitol Office of Rep. Gus Bilirakis (FL12 R)	(202) 225-5755	elizabeth.hittos@mail.house.gov
Mr	Jacob	Hochberg	Capitol Office of Rep. Henry Cuellar (TX28 D)	(202) 225-1610	jacob.hochberg@mail.house.gov
Ms	Lauren	Hodge	Capitol Office of Rep. Rick W. Allen (GA12 R)	(202) 225-2823	lauren.hodge@mail.house.gov
Mr	Nate	Hodson	House Committee on Energy and Commerce	(202) 225-3641	nate.hodson@mail.house.gov
Ms	Lara	Hopkins	Capitol Office of Rep. Kathy Castor (FL14 D)	(202) 225-3376	lara.hopkins@mail.house.gov
Mr	Michael	Horanburg	Capitol Office of Rep. Yvette Herrell (NM02 R)	(202) 225-2365	michael.horanburg@mail.house.gov
Mr	Michael	Hough	Capitol Office of Rep. Alex Mooney (WV02 R)	(202) 225-2711	michael.hough@mail.house.gov
Mr	Adam	Howard	Capitol Office of Rep. Mike Turner (OH10 R)	(202) 225-6465	adam.howard@mail.house.gov
Mr	Bradley	Howard	Capitol Office of Rep. Stephanie Murphy (FL07 D)	(202) 225-4035	brad.howard@mail.house.gov
Mr	Paul	Howell	Capitol Office of Rep. Trent Kelly (MS01 R)	(202) 225-4306	paul.howell@mail.house.gov

Mr.	Chris	Huckleberry	Capitol Office of Rep. Kurt Schrader (OR05 D)	(202) 225-5711	huck@mail.house.gov
Ms.	Renee	Hudson	Capitol Office of Rep. Victoria Spartz (IN05 R)	(202) 225-2276	renee.hudson@mail.house.gov
Ms.	Chloe	Hunt	Capitol Office of Rep. Sean Casten (IL06 D)	(202) 225-4561	chloe.hunt@mail.house.gov
Ms.	Paige	Hutchinson	Capitol Office of Rep. Colin Allred (TX32 D)		paige.hutchinson@mail.house.gov
Ms.	Paige	Hutchinson	Capitol Office of Rep. Colin Allred (TX32 D)	(202) 225-2231	paige.hutchinson@mail.house.gov
Mr.	Tim	Hysom	Capitol Office of Rep. Jake Auchincloss (MA04 D)	(202) 225-5931	tim.hysom@mail.house.gov
Ms.	Sarah	Idrissu	Capitol Office of Rep. Jamaal Bowman (NY16 D)	(202) 225-2464	sarah.idrissu@mail.house.gov
Ms.	Angeline	Jabbar	Capitol Office of Del. Stacey E. Plaskett (VI01 D)	(202) 225-1790	angeline.jabbar@mail.house.gov
Mr.	Kyle	Jackson	Capitol Office of Rep. Larry Bucshon (IN08 R)	(202) 225-4636	kyle.jackson@mail.house.gov
Ms.	Tasia	Jackson	Capitol Office of Rep. Hakeem Jeffries (NY08 D)	(202) 225-5936	tasia.jackson@mail.house.gov
Ms.	Allison	Jarus	Capitol Office of Rep. Mike Quigley (IL05 D)	(202) 225-4061	allison.jarus@mail.house.gov
Ms.	Brittany	Jenkins	Capitol Office of Rep. Rashida Tlaib (MI13 D)	(202) 225-5126	brittany.jenkins@mail.house.gov
Mr.	Jacob	Johnson	Capitol Office of Rep. Hal Rogers (KY05 R)	(202) 225-4601	jake.johnson@mail.house.gov
Mr.	Ernie	Jolly	Capitol Office of Rep. Gregory W. Meeks (NY05 D)	(202) 225-3461	ernie.jolly@mail.house.gov
Ms.	Asha	Jones	North Las Vegas District Office of Rep. Steven Horsford	(702) 963-9360	asha.jones@mail.house.gov
Ms.	Nancy	Juarez	Capitol Office of Rep. Marie Newman (IL03 D)	(202) 225-5701	nancy.juarez@mail.house.gov
Ms.	Melissa	Jung	Capitol Office of Rep. Nydia M. Velazquez (NY07 D)	(202) 225-2361	melissa.jung@mail.house.gov
Mr.	Brian	Kaissi	Capitol Office of Rep. Raja Krishnamoorthi (IL08 D)	(202) 225-3744	brian.kaissi@mail.house.gov
Mrs.	Sarah	Kaplan-Fenneman	Capitol Office of Rep. Lizzy Pannill Fletcher (TX07 D)	(202) 225-2571	sarah.kaplan-fenneman@mail.house.gov
Mr.	Peter	Karalotas	Capitol Office of Rep. David C. Loefer (RI01 D)	(202) 225-4911	peter.karalotas@mail.house.gov
Mr.	Steve	Katich	Toledo District Office of Rep. Marcy Kaptur	(419) 259-7500	steve.katich@ohio.house.gov
Ms.	Mia	Keey	Capitol Office of Rep. Robin Kelly (IL02 D)	(202) 225-0773	mia.keey@mail.house.gov
Ms.	Rebecca	Kepplert	Capitol Office of Rep. Ken Calvert (CA42 R)	(202) 225-1086	rebecca.kepplert@mail.house.gov
Mr.	David	Keller	Capitol Office of Rep. Jim Banks (IN03 R)	(202) 225-4436	david.keller@mail.house.gov
Mr.	Charlie	Keller	Capitol Office of Rep. Ann Wagner (MO02 R)	(202) 225-1621	charlie.keller@mail.house.gov

Mrs	Melissa	Kelly	Capitol Office of Rep. Scott Franklin (FL15 R)	(202) 225-1252	melissa.kelly@mail.house.gov
Ms	Rachel	Kelly	Capitol Office of Rep. Derek Kilmer (WA06 D)	(202) 225-5916	rachel.kelly@mail.house.gov
Mr	Mark	Kelly	Capitol Office of Rep. Bob Good (VA05 R)	(202) 225-4711	mark.kelly@mail.house.gov
Mr	Micah	Ketchel	Capitol Office of Rep. Mike Waltz (FL06 R)	(202) 225-2706	micah.ketchel@mail.house.gov
Ms	Carolyn	King	Capitol Office of Rep. Rob Wittman (VA01 R)	(202) 225-4261	carolyn.king@mail.house.gov
Mr	Kyle	Kizzier	Capitol Office of Rep. Chris Jacobs (NY27 R)	(202) 225-5265	kyle.kizzier@mail.house.gov
Mr	Allen	Klump	Capitol Office of Rep. Jeff D. Duncan (SC03 R)	(202) 225-5301	allen.klump@mail.house.gov
Mr	Kevin	Knight	Scottsdale District Office of Rep. David Schweikert	(480) 946-2411	kevin.knight@mail.house.gov
Mr	Kerry	Knott	Capitol Office of Rep. Robert B. Aderholt (AL04 R)	(202) 225-4876	kerry.knott@mail.house.gov
Mr	Joseph	Knowles	Capitol Office of Rep. Brian Fitzpatrick (PA01 R)	(202) 225-4276	joseph.knowles@mail.house.gov
Ms	Desiree	Koetzle	Capitol Office of Rep. Pete Stauber (MN08 R)	(202) 225-6211	desiree.koetzle@mail.house.gov
Ms	Bonnie	Krenz	Capitol Office of Rep. Abigail Spanberger (VA07 D)	(202) 225-2815	bonnie.krenz@mail.house.gov
Ms	Catherine	Kuerbitz	Capitol Office of Rep. David Scott (GA13 D)	(202) 225-2939	catherine.kuerbitz@mail.house.gov
Ms	Amy	Kuhn	Capitol Office of Rep. Sara Jacobs (CA53 D)	(202) 225-2040	amy.kuhn@mail.house.gov
Mr	Craig	Kwiecinski	Capitol Office of Rep. Conor Lamb (PA17 D)	(202) 225-2301	craig.kwiecinski@mail.house.gov
Ms	Alexis	L'Heureux	Capitol Office of Rep. Seth Moulton (MA06 D)	(202) 225-8020	alexis.lheureux@mail.house.gov
Ms	Kate	LaBorde	Capitol Office of Rep. Andy Biggs (AZ05 R)	(202) 225-2635	kate.laborde@mail.house.gov
Mrs	Jillian	LaneWyant	Capitol Office of Rep. Matt Gaetz (FL01 R)	(202) 225-4136	jillian.lanewyant@mail.house.gov
Mr	James	Langenderfer	Capitol Office of Rep. Brian Mast (FL18 R)	(202) 225-3026	james.langenderfer@mail.house.gov
Mr	Patrick	Large	Capitol Office of Rep. Steven Palazzo (MS04 R)	(202) 225-5772	patrick.large@mail.house.gov
Mr	R.J.	Laukitis	Capitol Office of Rep. Tim Walberg (MI07 R)	(202) 225-6276	rj.laukitis@mail.house.gov
Mr	Jason	Lawrence	Capitol Office of Rep. Austin Scott (GA08 R)	(202) 225-6531	jason.lawrence@mail.house.gov
Mr	Ricky	Le </td <td>Capitol Office of Rep. Linda Sanchez (CA38 D)</td> <td>(202) 225-6676</td> <td>rle@mail.house.gov</td>	Capitol Office of Rep. Linda Sanchez (CA38 D)	(202) 225-6676	rle@mail.house.gov
Ms	Stacey	Leavandosky	Capitol Office of Rep. Zoe Lofgren (CA19 D)	(202) 225-3072	stacey.leavandosky@mail.house.gov
Ms	Andrea	Lee	Capitol Office of Rep. Bennie G. Thompson (MS02 D)	(202) 225-5876	andrea.lee@mail.house.gov
Mr	Matt	Lee	Capitol Office of Rep. Deborah Ross (NC02 D)	(202) 225-3032	matthew.lee@mail.house.gov
Ms	Rosalyn	Leighton	Capitol Office of Rep. Kelly Armstrong (ND01 R)	(202) 225-2611	roz.leighton@mail.house.gov

Mr. Nick	Leiserson	Capitol Office of Rep. Jim Langevin (RI02 D)	(202) 225-2735	nick.leiserson@mail.house.gov
Mr. Matthew	Leopold	Capitol Office of Rep. Randy Feenstra (IA04 R)	(202) 225-4426	mat.leopold@mail.house.gov
Mr. Eduardo	Lerma	Capitol Office of Rep. Veronica Escobar (TX16 D)	(202) 225-4831	eduardo.lerma@mail.house.gov
Ms. Chasseny	Lewis	Capitol Office of Rep. Maxine Waters (CA43 D)	(202) 225-2201	chasseny.lewis@mail.house.gov
Mr. Joe	Lillis	Capitol Office of Rep. Billy Long (MO07 R)	(202) 225-6536	joe.lillis@mail.house.gov
Mr. Tony	Lis	Capitol Office of Rep. Jack Bergman (MI01 R)	(202) 225-4735	tony.lis@mail.house.gov
Mr. Lane	Lofton	Capitol Office of Rep. Chris Pappas (NH01 D)	(202) 225-5456	lane.lofton@mail.house.gov
Mr. Timothy	Lolli	Capitol Office of Rep. Anthony Gonzalez (OH16 R)	(202) 225-3876	tim.lolli@mail.house.gov
Mr. Juan	Lopez	Capitol Office of Rep. Jim Costa (CA16 D)	(202) 225-3341	juan.lopez@mail.house.gov
Mr. Mark	Lopez	Capitol Office of Rep. Frank Mrvan (IN01 D)	(202) 225-2461	mark.lopez@mail.house.gov
Ms. Dvora	Lovinger	Capitol Office of Rep. John Sarbanes (MD03 D)	(202) 225-4016	dvora.lovinger@mail.house.gov
Mr. Jonathan	Lowe	Capitol Office of Rep. Steve Chabot (OH01 R)	(202) 225-2216	jonathan.lowe@mail.house.gov
Ms. Molly	Lowe	Capitol Office of Rep. Mark Amodei (NV02 R)	(202) 225-6155	molly.lowe@mail.house.gov
Mr. Jeff	Lowenstein	House Permanent Select Committee on Intelligence	(202) 225-7690	jeff.lowenstein@mail.house.gov
Mr. Michael	Lowry	Capitol Office of Rep. Neal Dunn (FL02 R)	(202) 225-5235	michael.lowry@mail.house.gov
Mr. David	Lucas	Capitol Office of Rep. Mike Doyle Jr. (PA18 D)	(202) 225-2135	david.lucas@mail.house.gov
Mr. Jason	Lumia	Capitol Office of Rep. Jim Cooper (TN05 D)	(202) 225-4311	jason.lumia@mail.house.gov
Ms. Kelly	McCollum	Capitol Office of Rep. Morgan Griffith (VA09 R)	(202) 225-3861	kelly.lungren@mail.house.gov
Mr. Don	MacDonald	Capitol Office of Rep. Brad Sherman (CA30 D)	(202) 225-5911	don.macedonald@mail.house.gov
Mr. Adam	Magary	Capitol Office of Rep. Michael Cloud (TX27 R)	(202) 225-7742	adam.magary@mail.house.gov
Mr. Christopher	Maneval	Capitol Office of Rep. Tom Emmer Jr. (MN06 R)	(202) 225-2331	christopher.maneval@mail.house.gov
Mr. Bret	Manley	Capitol Office of Rep. Rodney Davis (IL13 R)	(202) 225-2371	bret.manley@mail.house.gov
Mr. Jeremy	Marcus	Capitol Office of Rep. Doris Matsui (CA06 D)	(202) 225-7163	jeremy.marcus@mail.house.gov
Ms. Betsy	Marr	Capitol Office of Rep. Mark DeSaulnier (CA11 D)	(202) 225-2095	betsy.marr@mail.house.gov
Ms. Grisella	Martinez	Capitol Office of Rep. Ruben Gallego (AZ07 D)	(202) 225-4065	grisella.martinez@mail.house.gov
Mr. Jonathan	Martinez	Capitol Office of Rep. Nydia M. Velazquez (NY07 D)	(202) 225-2361	jonathan.martinez@mail.house.gov

Mr.	Gene	Martorony	Capitol Office of Rep. Albio Sires (NJ08 D)	(202) 225-7919	gene.martorony@mail.house.gov
Ms.	Macey	Matthews	Capitol Office of Rep. Jason Crow (CO06 D)	(202) 225-7882	macey.matthews@mail.house.gov
Ms.	Veleter	Mazyck	Capitol Office for Ohio District 11 (OH11)	(202) 225-7032	veleter.mazyck@mail.house.gov
Ms.	Anna	McCorinack	Capitol Office of Rep. David Rouzer (NC07 R)	(202) 225-2731	anna.mccormack@mail.house.gov
Mr.	Ryan	McCormack	Capitol Office of Rep. Scott Fitzgerald (WI05 R)	(202) 225-5101	ryan.mccormack@mail.house.gov
Mr.	Matt	McCullough	Capitol Office of Rep. Mike Bost (IL12 R)	(202) 225-5661	matt.mccullough@mail.house.gov
Ms.	Terri	McCullough	Speaker of the House	(202) 225-4965	terri.mccullough@mail.house.gov
Mr.	Mark	McDevitt	Capitol Office of Rep. Lori Trahan (MA03 D)	(202) 225-3411	mark.mcdevitt@mail.house.gov
Mr.	Neil	McKiernan	Capitol Office of Rep. Joe Courtney (CT02 D)	(202) 225-2076	neil.mckiernan@mail.house.gov
Mr.	Moutray	McLaren	Capitol Office of Rep. William Timmons IV (SC04 R)	(202) 225-6030	moutray.mclaren@mail.house.gov
Mr.	Matthew	McMurray	Capitol Office of Rep. Anna G. Eshoo (CA18 D)	(202) 225-8104	matthew.mcmurray@mail.house.gov
Mr.	Matthew	McNally	Capitol Office of Rep. Sean Patrick Maloney (NY18 D)	(202) 225-5441	matthew.mcnally@mail.house.gov
Mr.	Connor	McNutt	Capitol Office of Rep. Ilhan Omar (MN05 D)	(202) 225-4755	connor.mcnutt@mail.house.gov
Mr.	Richard	McPike	Capitol Office of Rep. Mark Takano (CA41 D)	(202) 225-2305	richard.mcpike@mail.house.gov
Ms.	Mara	Mellstrom	Capitol Office of Rep. Nancy Mace (SC01 R)	(202) 225-3176	mara.mellstrom@mail.house.gov
Mr.	Justin	Melvin	Capitol Office of Rep. David Kustoff (TN08 R)	(202) 225-4714	justin.melvin@mail.house.gov
Mr.	Tyler	Menzler	Capitol Office of Rep. Dan Meuser (PA09 R)	(202) 225-6511	tyler.menzler@mail.house.gov
Mr.	Matthew	Meyer	Capitol Office of Rep. Jason Smith (MO08 R)	(202) 225-4404	matt.meyer@mail.house.gov
Mr.	Danny	Meza	Capitol Office of Rep. Joaquin Castro (TX20 D)	(202) 225-3236	danny.meza@mail.house.gov
Mr.	Carson	Middleton	Capitol Office of Rep. Virginia Foxx (NC05 R)	(202) 225-2071	carson.middleton@mail.house.gov
Mr.	Jonas	Miller	Round Rock District Office of Rep. John Carter	(512) 246-1600	jonas.miller@mail.house.gov
Mr.	Matt	Miller	Capitol Office of Rep. Ben Cline (VA06 R)	(202) 225-5431	matt.miller@mail.house.gov
Mr.	James	Min	Capitol Office of Rep. Kevin McCarthy (CA23 R)	(202) 225-2915	james.min@mail.house.gov
Mr.	Patrick	Mocete	Capitol Office of Rep. Young Kim (CA39 R)	(202) 225-4111	patrick.mocete@mail.house.gov
Mr.	Ken	Monahan	Capitol Office of Rep. Peter Meijer (MI03 R)	(202) 225-3831	ken.monahan@mail.house.gov
Mr.	Tom	Moran	Capitol Office of Rep. Maria Salazar (FL27 R)	(202) 225-3941	tom.moran@mail.house.gov
Mr.	Jeff	Morgan	Capitol Office of Rep. Paul D. Tonko (NY20 D)	(202) 225-5076	jeff.morgan@mail.house.gov
Ms.	T'Nelta	Mori	Capitol Office of Rep. Michael F. Q. San Nicolas (GU01 D)	(202) 225-1188	t'nelta.mori@mail.house.gov

Ms. Melanie	Tassell	Capitol Office of Rep. Mike Thompson (CA05 D)	(202) 225-3311	melanie.rhinehart@mail.house.gov
Mr. Benjamin	Rich	Capitol Office of Rep. Bill Pascrell Jr. (NJ09 D)	(202) 225-5751	ben.rich@mail.house.gov
Mr. Hunter	Ridgway	Capitol Office of Rep. Matt Cartwright (PA08 D)	(202) 225-5546	bridgway.cartwright@mail.house.gov
Mr. Mitchell	Rivard	Capitol Office of Rep. Dan Kildee (MI05 D)	(202) 225-3611	mittchell.rivard@mail.house.gov
Mr. Joe	Rizzo	Capitol Office of Rep. Tom Reed II (NY23 R)	(202) 225-3161	joe.rizzo@mail.house.gov
Mr. Kyle	Robertson	Capitol Office of Rep. Greg Pence (IN06 R)	(202) 225-3021	kyle.robertson@mail.house.gov
Ms. Estefania	Rodriguez	Capitol Office of Rep. Carolyn Bourdeaux (GA07 D)	(202) 225-4272	estefania.rodriguez@mail.house.gov
Ms. Jean	Roehrenbeck	Capitol Office of Rep. Mikie Sherrill (NJ11 D)	(202) 225-5034	jean.roehrenbeck@mail.house.gov
Mr. Jason	Rogers	Capitol Office of Rep. Chip Roy (TX21 R)	(202) 225-4236	jason.rogers@mail.house.gov
Mr. Joshua	Rogin	Capitol Office of Rep. Ted Deutch (FL22 D)	(202) 225-3001	joshua.rogin@mail.house.gov
Mr. Cole	Rojewski	Capitol Office of Rep. Kay Granger (TX12 R)	(202) 225-5071	cole.rojewski@mail.house.gov
Mr. Mark	Roman	House Committee on Budget	(202) 226 7270	mark.roman@mail.house.gov
Ms. Anna	Romeo	Capitol Office of Rep. Dave Joyce (OH14 R)	(202) 225-5731	anna.alburger@mail.house.gov
Ms. Tumia	Romero	Capitol Office of Rep. Danny K. Davis (IL07 D)	(202) 225-5006	tumia.romero@mail.house.gov
Ms. Mary	Rosado	Capitol Office of Rep. Andy Barr IV (KY06 R)	(202) 225-4706	mary.rosado@mail.house.gov
Mr. Jean	Roseme	Capitol Office of Rep. Frederica S. Wilson (FL24 D)	(202) 225-4506	jean.roseme@mail.house.gov
Ms. Tara	Rountree	Capitol Office of Rep. A. Donald McEachin (VA04 D)	(202) 225-6365	tara.rountree@mail.house.gov
Ms. Kim	Rudolph	Capitol Office of Rep. Andre Carson (IN07 D)	(202) 225-4011	kim.rudolph@mail.house.gov
Mr. Zachary	Rutherford	Capitol Office of Rep. Diana Harshbarger (TN01 R)	(202) 225-6356	zac.rutherford@mail.house.gov
Ms. Amy	Rutkin	New York District Office of Rep. Jerry Nadler	(212) 367-7350	amy.rutkin@mail.house.gov
Mr. Kevin	Ryan	Capitol Office of Rep. Stephen Lynch (MA08 D)	(202) 225-8273	kevin.ryan@mail.house.gov
Ms. Lindsay	Ryan	Capitol Office of Rep. John Moolenaar (MI04 R)	(202) 225-3561	lindsay.ryan@mail.house.gov
Mr. Geo	Saba	Capitol Office of Rep. Ro Khanna (CA17 D)	(202) 225-2531	geo.saba@mail.house.gov
Ms. Terra	Sabag	Capitol Office of Rep. Rick Larsen (WA02 D)	(202) 225-2605	terra.sabag@mail.house.gov
Ms. Jacqueline	Sanchez	Capitol Office of Rep. Lisa Blunt Rochester (DE01 D)	(202) 225-4165	jacqueline.sanchez@mail.house.gov
Ms. Laurie	Saroff	Capitol Office of Rep. Lou Correa (CA46 D)	(202) 225-2965	laurie.saroff@mail.house.gov

Mr.	Paul	Sass	House Committee on Transportation and Infrastructure	(202) 225-9446	paul.sass@mail.house.gov
Mr.	Patrick	Satalin	Capitol Office of Rep. Peter Welch (VT01 D)	(202) 225-4115	patrick.satalin@mail.house.gov
Mr.	Paul	Sawyer	Capitol Office of Rep. Garret Graves (LA06 R)	(202) 225-3901	paul.sawyer@mail.house.gov
Ms.	Brooke	Scannell	Capitol Office of Rep. Katherine Clark (MA05 D)	(202) 225-2836	brooke.scannell@mail.house.gov
Mr.	Nathan	Schelble	Capitol Office of Rep. Teresa Leger Fernandez (NM03 D)	(202) 225-6190	nathan.schelble@mail.house.gov
Mr.	Aaron	Schmidt	Capitol Office of Rep. Suzan DelBene (WA01 D)	(202) 225-6311	aaron.schmidt@mail.house.gov
Mr.	Robert	Schroeder	Capitol Office of Rep. Troy Nehls (TX22 R)	(202) 225-5951	robert.schroeder@mail.house.gov
Mr.	Robert	Schwalbach	Capitol Office of Del. Gregorio Kilili Camacho Sablan (MP01 D)	(202) 225-2646	bob.schwalbach@mail.house.gov
Mr.	Seth	Scott	Capitol Office of Rep. Greg Stanton (AZ09 D)	(202) 225-9888	seth.scott@mail.house.gov
Ms.	Rebecca	Shaw	Capitol Office of Rep. Trey Hollingsworth III (IN09 R)	(202) 225-5315	rebecca.shaw@mail.house.gov
Mr.	Joe	Sheehy	Capitol Office of Rep. Grace F. Napolitano (CA32 D)	(202) 225-5256	joe.sheehy@mail.house.gov
Mr.	Jonah	Shumate	Capitol Office of Rep. Rick Crawford (AR01 R)	(202) 225-4076	jonah.shumate@mail.house.gov
Ms.	Diane	Shust	Capitol Office of Rep. Thomas Suozzi (NY03 D)	(202) 225-3335	diane.shust@mail.house.gov
Mr.	Bryan	Shuy	Capitol Office of Rep. Andy Harris (MD01 R)	(202) 225-5311	bryan.shuy@mail.house.gov
Mr.	Stephen	Siao	Capitol Office of Rep. Mark Green (TN07 R)	(202) 225-2811	stephen.siao@mail.house.gov
Ms.	Shira	Siegel	Capitol Office of Rep. Elaine Luria (VA02 D)	(202) 225-4215	shira.siegel@mail.house.gov
Mr.	Kris	Skrzycki	Capitol Office of Rep. Jim Hagedorn (MN01 R)	(202) 225-2472	kris.skrzycki@mail.house.gov
Ms.	Alison	Slagell	Capitol Office of Rep. Frank Lucas (OK03 R)	(202) 225-5565	alison.slagell@mail.house.gov
Mr.	Lindsay	Slater	Capitol Office of Rep. Mike Simpson (ID02 R)	(202) 225-5531	lindsay.slater@mail.house.gov
Ms.	Sarah	Slocum Collins	Capitol Office of Rep. Bruce Westerman (AR04 R)	(202) 225-3772	sarah.collins@mail.house.gov
Mr.	Jeff	Small	Capitol Office of Rep. Lauren Boebert (CO03 R)	(202) 225-4761	jeff.small@mail.house.gov
Ms.	Amy	Smith	Former US Congressional Staffers		
Mr.	Willie	Smith	Portland District Office of Rep. Earl Blumenauer	(503) 231-2300	willie.smithb@mail.house.gov
Mr.	Janine	Smith	Capitol Office of Rep. Gerry Connolly (VA11 D)	(202) 225-1492	janine.smithc@mail.house.gov

Mr.	William	Smith	Capitol Office of Rep. Gary Palmer (AL06 R).	(202) 225-4921	william.white@mail.house.gov
Mr.	Mike	Smullen	Capitol Office of Rep. Bill Johnson (OH06 R)	(202) 225-5705	mike.smullen@mail.house.gov
Mr.	Mark	Snyder	Capitol Office of Rep. Jim Himes (CT04 D)	(202) 225-5541	mark.snyder@mail.house.gov
Ms.	Shannan	Sorrell	Capitol Office of Rep. Pat Fallon (TX04 R)	(202) 225-6673	shannan.sorrell@mail.house.gov
Ms.	Abbie	Sorrendino	Capitol Office of Rep. Joseph Morelle (NY25 D)	(202) 225-3615	abbie.sorrendino@mail.house.gov
Mr.	David	Sours	Capitol Office of Rep. Drew Ferguson IV (GA03 R)	(202) 225-5901	david.sours@mail.house.gov
Mr.	Mark	Spannagel	Capitol Office of Rep. Doug LaMalfa (CA01 R)	(202) 225-3076	mark.spannagel@mail.house.gov
Mr.	Scott	Stephanou	Capitol Office of Rep. John Larson (CT01 D)	(202) 225-2265	scott.stephanou@mail.house.gov
Mr.	Nick	Stewart	Capitol Office of Rep. Claudia Tenney (NY22 R)	(202) 225-3665	nick.stewart@mail.house.gov
Mr.	Nick	Strader	Capitol Office of Rep. Cliff Bentz (OR02 R)	(202) 225-6730	nick.strader@mail.house.gov
Ms.	Kelle	Strickland	House Committee on Ethics	(202) 225-7103	kelle.strickland@mail.house.gov
Mrs.	Jennifer	Taft	Capitol Office of Rep. Emanuel Cleaver II (MO05 D)	(202) 225-4535	jennifer.taft@mail.house.gov
Ms.	Julie	Tagen	Capitol Office of Rep. Jamie Raskin (MD08 D)	(202) 225-5341	julie.tagen@mail.house.gov
Ms.	Deena	Tauster	Capitol Office of Rep. Andrew Garbarino (NY02 R)	(202) 225-7896	deena.tauster@mail.house.gov
Mr.	Elijah	Tavai	Fagatogo District Office of Del. Amata Coleman Radewagen	(684) 633-3601	elijah.tavai@mail.house.gov
Ms.	Shana	Teehan	Capitol Office of Rep. Barry Moore (AL02 R)	(202) 225-2901	shana.teehan@mail.house.gov
Ms.	Allison	Teixeira Sulier	Capitol Office of Rep. Sharice Davids (KS03 D)	(202) 225-2865	allison.teixeira@mail.house.gov
Mr.	Alan	Tennille	Capitol Office of Rep. Mike Garcia (CA25 R)	(202) 225-1956	alan.tennille@mail.house.gov
Mr.	Syd	Terry	Capitol Office of Rep. Jan Schakowsky (IL09 D)	(202) 225-2111	syd.terry@mail.house.gov
Ms.	Tejasi	Thattre	Capitol Office of Rep. Tony Cardenas (CA29 D)	(202) 225-6131	tejasi.thattre@mail.house.gov
Mr.	Jett	Thompson	Capitol Office of Rep. Stephanie Bice (OK05 R)	(202) 225-2132	jett.thompson@mail.house.gov
Ms.	Laura	Thrift	Capitol Office of Rep. Earl Blumenauer (OR03 D)	(202) 225-4511	laura.thrift@mail.house.gov
Mr.	Jeremy	Tittle	Capitol Office of Rep. Salud Carbajal (CA24 D)	(202) 225-3601	jeremy.tittle@mail.house.gov
Mr.	William	Tranfresca	Capitol Office of Rep. Richard Neal (MA01 D)	(202) 225-5601	william.tranfresca@mail.house.gov
Mr.	Chris	Tudor	Capitol Office of Rep. Tom McClintock (CA04 R)	(202) 225-2411	chris.tudor@mail.house.gov
Mr.	Todd	Valentine	Capitol Office of Rep. Joyce Beatty (OH03 D)	(202) 225-4334	todd.valentine@mail.house.gov

Mr	Thomas	Van Flein	Capitol Office of Rep. Paul Gosar (AZ04 R)	(202) 225-2111	tom.vanflein@congress.gov
Ms.	Kara	van Stralen	Capitol Office of Rep. Mike Levin (CA49 D)	(202) 225-3901	kara.vanstralen@congress.gov
Ms.	Nicole	Varner	Capitol Office of Rep. Marc Veasey (TX33 D)	(202) 225-9891	nicole.varner@congress.gov
Mr	Richard	Vaughn	Capitol Office of Rep. Scott Desjarlais (TN04 R)	(202) 225-6831	richard.vaughn@congress.gov
Mr	Angel	Vazquez	Capitol Office of Rep. Ritchie Torres (NY15 D)	(202) 225-4361	angel.vazquez@congress.gov
Mr	Garrett	Vuntry	Capitol Office of Rep. Ken Buck (CO04 R)	(202) 225-4676	garrett.vuntry@congress.gov
Mr	Matthew	Verghese	Capitol Office of Rep. Anthony Brown (MD04 D)	(202) 225-8699	matthew.verghese@congress.gov
Mr	Ted	Verrill	Capitol Office of Rep. Julia Letlow (LA05 R)	(202) 225-8490	ted.verrill@congress.gov
Ms.	Rachel	VerVelde	Capitol Office of Rep. Glenn Grothman (WI06 R)	(202) 225-2476	rachel.vervelde@congress.gov
Ms.	Rachel	Wagley	Capitol Office of Rep. Blake Moore (UT01 R)	(202) 225-0453	rachel.wagley@congress.gov
Ms.	Christine	Wagner	Capitol Office of Rep. Kaiiali'i Kahele (HI02 D)	(202) 225-4906	christine.wagner@congress.gov
Mr	Beau	Walker	Rogers District Office of Rep. Steve Womack	(479) 464-0446	beau.walker@congress.gov
Ms.	Rebecca	Walldorff	Capitol Office of Rep. Lucy McBath (GA06 D)	(202) 225-4501	rebecca.walldorff@congress.gov
Ms.	Nora	Walsh-Devries	Capitol Office of Rep. Katie Porter (CA45 D)	(202) 225-5611	nora.walsh-devries@congress.gov
Ms	Samantha	Warren	Capitol Office of Rep. Bill Foster (IL11 D)	(202) 225-3515	samantha.warren@congress.gov
Mr	Yelberton	Watkins	Capitol Office of Rep. James E. Clyburn (SC06 D)	(202) 225-3315	yebbie.watkins@congress.gov
Ms	Jennifer	Watson	Capitol Office of Rep. Tom Rice Jr. (SC07 R)	(202) 225-9895	jennifer.watson@congress.gov
Mr	Glenn	Wavrunek	Capitol Office of Rep. Mark Pocan (WI02 D)	(202) 225-2906	glenn.wavrunek@congress.gov
Mr	Austin	Weatherford	Capitol Office of Rep. Adam Kinzinger (IL16 R)	(202) 225-3635	austin.weatherford@congress.gov
Mr	Justin	Wein	Capitol Office of Rep. David E. Price (NC04 D)	(202) 225-1784	justin.wein@congress.gov
Mr	Clay	White	Capitol Office of Rep. Chris Stewart (UT02 R)	(202) 225-9730	clay.white@congress.gov
Ms.	Jeanette	Whitener	Capitol Office of Rep. Randy Weber (TX14 R)	(202) 225-2831	jeanette.whitener@congress.gov
Ms.	Veronica	Wong	Capitol Office of Rep. Darrell Issa (CA50 R)	(202) 225-5672	veronica.wong@congress.gov
Mr	Jordan	Wood	Capitol Office of Rep. Katie Porter (CA45 D)	(202) 225-5611	jaw@congress.gov
Ms	Aisha	Woodward	Capitol Office of Rep. Jared Golden (ME02 D)	(202) 225-6306	aisha.woodward@congress.gov
COL	Latfana	Yahn	Capitol Office of Def. Amata Coleman Radewagen (AS01 R)	(202) 225-8577	latfana.yahn@congress.gov
Mr	Marshall	Yates	Capitol Office of Rep. Mo Brooks (AL05 R)	(202) 225-4801	marshall.yates@congress.gov

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Ms	Lale	Morrison	Capitol Office for Florida District 20 (FL20)	(202) 225-1313	lale.morrison@mail.house.gov
Mr	Michael	Mucchetti	Capitol Office of Rep. Lloyd Doggett II (TX35 D)	(202) 225-4865	michael.mucchetti@mail.house.gov
Ms	Lauren	Muglia	Capitol Office of Rep. Scott Perry (PA10 R)	(202) 225-5836	lauren.muglia@mail.house.gov
			House Select Investigative Subcommittee on the Coronavirus Crisis		
Ms	Allison	Murphy	Capitol Office of Rep. Jefferson Van Drew (NJ02 R)	(202) 225-4400	allison.murphy@mail.house.gov
Ms	Allison	Murphy	Capitol Office of Rep. Gregory F. Murphy (NC03 R)	(202) 225-6572	allison.murphy1@mail.house.gov
Mr	Dave	Natonski	Capitol Office of Rep. Ed Case (HI01 D)	(202) 225-3415	dave.natonski@mail.house.gov
Mr	Timothy	Nelson	Capitol Office of Rep. Andy Levin (MI09 D)	(202) 225-2726	tim.nelson@mail.house.gov
Mr	Ven	Neralla	Capitol Office of Rep. Barbara Lee (CA13 D)	(202) 225-4961	ven.neralla@mail.house.gov
Ms	Julie	Nickson	Capitol Office of Rep. Marilyn Strickland (WA10 D)	(202) 225-2661	julie.nickson@mail.house.gov
Mr	Andrew	Noh	Capitol Office of Rep. Chris Smith (NJ04 R)	(202) 225-9740	noh@mail.house.gov
Ms	Mary	Noonan	Capitol Office of Rep. John Curtis (UT03 R)	(202) 225-3765	mary.mcnoonan@mail.house.gov
Mr	Corey	Norman	Capitol Office of Rep. Steny Hoyer (MD05 D)	(202) 225-7751	cnorman@mail.house.gov
Mr	Jim	Notter	Capitol Office of Rep. Ann Kirkpatrick (AZ02 D)	(202) 225-4131	jim.notter@mail.house.gov
Ms	Abigail	O'Brien	Capitol Office of Rep. Kim Schrier (WA08 D)	(202) 225-2542	abigail.obrien@mail.house.gov
Ms	Erin	O'Quinn	Capitol Office of Rep. Brad Schneider (IL10 D)	(202) 225-7761	erinn.oquinn@mail.house.gov
Mr	Casey	O'Shea	Capitol Office of Rep. Susan Wild (PA07 D)	(202) 225-4835	casey.oshea@mail.house.gov
Mr	Jed	Ober	House Committee on Science, Space, and Technology	(202) 225-6411	jed.ober@mail.house.gov
Mr	Richard	Obermann	Capitol Office of Rep. Ami Bera (CA07 D)	(202) 225-6375	richard.obermann@mail.house.gov
Mr	Chad	Obermiller	Capitol Office of Rep. Beth Van Duyne (TX24 R)	(202) 225-5716	chad.obermiller@mail.house.gov
Mr	Jake	Olson	Capitol Office of Rep. Don Young (AK01 R)	(202) 225-6605	jake.olson@mail.house.gov
Mr	Alex	Ortiz	Capitol Office of Rep. Dutch Ruppersberger III (MD02 D)	(202) 225-5765	alex.ortiz@mail.house.gov
Ms	Tara	Oursler	Capitol Office of Rep. Bobby L. Rush (IL01 D)	(202) 225-3061	tara.oursler@mail.house.gov
Mr	Nishith	Pandya		(202) 225-4372	nishith.pandya@mail.house.gov

Mr	Kyle	Parker	Capitol Office of Rep. G.K. Butterfield Jr. (NC01 D)	(202) 225-3101	kyle.parker@mail.house.gov
Mr	Patrick	Parsons	Capitol Office of Rep. Marjorie Taylor Greene (GA14 R)	(202) 225-5211	patrick.parsons@mail.house.gov
Mr	Jimmy	Peacock	Capitol Office of Rep. Ashley Hinson (IA01 R)	(202) 225-2911	jimmy.peacock@mail.house.gov
Ms	Nancy	Peele	Capitol Office of Rep. Sam Graves Jr. (MO06 R)	(202) 225-7041	nancy.peele@mail.house.gov
Ms	Mehgan	Perez Acosta	Capitol Office of Rep. Lance Gooden (TX05 R)	(202) 225-3484	mehgan.perez.acosta@mail.house.gov
Ms	Amy	Pfeiffer	Capitol Office of Rep. Andy Kim (NJ03 D)	(202) 225-4765	amy.pfeiffer@mail.house.gov
Mr	Steve	Pfing	Capitol Office of Rep. Darin LaHood (IL18 R)	(202) 225-6201	steve.pfing@mail.house.gov
Mr	Mark	Pitland	Capitol Office of Rep. Ralph Norman Jr. (SC05 R)	(202) 225-5501	mark.pitland@mail.house.gov
Ms	Jillian	Plank	Capitol Office of Rep. Devin Nunes (CA22 R)	(202) 225-2523	jillian.plank@mail.house.gov
Ms	Lilah	Pomerance	Capitol Office of Rep. Pramila Jayapal (WA07 D)	(202) 225-3106	lilah.pomerance@mail.house.gov
Ms	Tracie	Pough	Capitol Office of Rep. Debbie Wasserman Schultz (FL23 D)	(202) 225-7931	tracie.pough@mail.house.gov
Mr	Jared	Powell	Capitol Office of Rep. Cathy McMorris Rodgers (WA05 R)	(202) 225-2006	jared.powell@mail.house.gov
Mrs.	Danielle	Radovich Piper	Lakewood District Office of Rep. Ed Perlmutter	(303) 274-7944	danielle.radovich@mail.house.gov
Mr	Chad	Ramey	Capitol Office of Rep. Blaine Luetkemeyer (MO03 R)	(202) 225-7056	chad.ramey@mail.house.gov
Ms	Niha	Razi	Capitol Office of Rep. Al Green (TX09 D)	(202) 225-7508	niha.razi@mail.house.gov
Mr	Michael	Reed	Capitol Office of Rep. Sanford D. Bishop Jr. (GA02 D)	(202) 225-3631	michael.reed@mail.house.gov
Mr	Michael	Reed	Speaker of the House	(202) 225-1065	reed@mail.house.gov
Ms	Raven	Reeder	Capitol Office of Del. Eleanor Holmes Norton (DC01 D)	(202) 225-8050	raven.reeder@mail.house.gov
Ms	Coburn	Reid	Capitol Office of Rep. Tom Malinowski (NJ07 D)	(202) 225-5361	coburn.reid@mail.house.gov
Mr	Tom	Reitz	Capitol Office of Rep. Judy Hice (GA10 R)	(202) 225-4101	tom.reitz@mail.house.gov
Mr	Andrew	Reutter	Capitol Office of Rep. David Valadao (CA11 R)	(202) 225-4605	andrew.reutter@mail.house.gov
Mr	Troy	Rousehof	Capitol Office of Rep. Cheri Bustos (IL12 D)	(202) 225-6903	troy.rousehof@mail.house.gov

12. The Pew Charitable Trusts seeks to inform and advance the development of sound public policy in the United States as well as to strengthen the institutions that form the foundations of our democracy. The purpose of this retreat is to strengthen bipartisan relationships among the House chiefs of staff and provide leadership and management skills training. Pew is the sole organizer of this trip. The William and Flora Hewlett Foundation and the Democracy Fund provide funding for the House Chiefs of Staff initiative but play no role in choosing participants, selecting the destination, or designing the itinerary for this retreat.



U.S. House of Representatives

COMMITTEE ON ETHICS

ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

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. Name of Primary Trip Sponsor: Pew Charitable Trusts
2. Name of your organization: Democracy Fund
3. Yes ☒ No ☐ Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes ☐ No ☒ Does your organization receive funding from any foreign government or multinational organization?
5. Check one. I certify that my organization:
 - a. ☒ Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. OR
 - b. ☐ Has had a direct role in the organizing, planning, or conducting of a trip to
Destination: _____ on Date: _____
that is being organized or arranged by the above-named Primary Trip Sponsor. OR
 - c. ☐ Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. Check only one:
 - a. ☒ My organization does not employ or retain a registered federal lobbyist or foreign agent OR
 - b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. 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;
 - c. I am an officer of this organization and am duly authorized to sign this form; and
 - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: [Signature] Date: 8/6/21
Name: Joe Goldman Title: President
Organization: Democracy Fund
Address: 1200 17th Street NW Suite #300, Washington, DC 20036
Email: jgoldman@democracyfund.org Telephone: 202-420-7900



U.S. House of Representatives

COMMITTEE ON ETHICS

ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

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. Name of Primary Trip Sponsor: Pew Charitable Trusts
2. Name of your organization: The William and Flora Hewlett Foundation
3. Yes ☒ No ☐ Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes ☐ No ☒ Does your organization receive funding from any foreign government or multinational organization?
5. Check one. I certify that my organization:
 - a. ☒ Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. OR
 - b. ☐ Has had a direct role in the organizing, planning, or conducting of a trip to
Destination: _____ on Date: _____
that is being organized or arranged by the above-named Primary Trip Sponsor. OR
 - c. ☐ Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. Check only one:
 - a. ☒ My organization does not employ or retain a registered federal lobbyist or foreign agent OR
 - b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. 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;
 - c. I am an officer of this organization and am duly authorized to sign this form; and
 - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Kristy Tsadick Date: 09/07/2021

Name: Kristy Tsadick Title: Deputy General Counsel

Organization: The William and Flora Hewlett Foundation

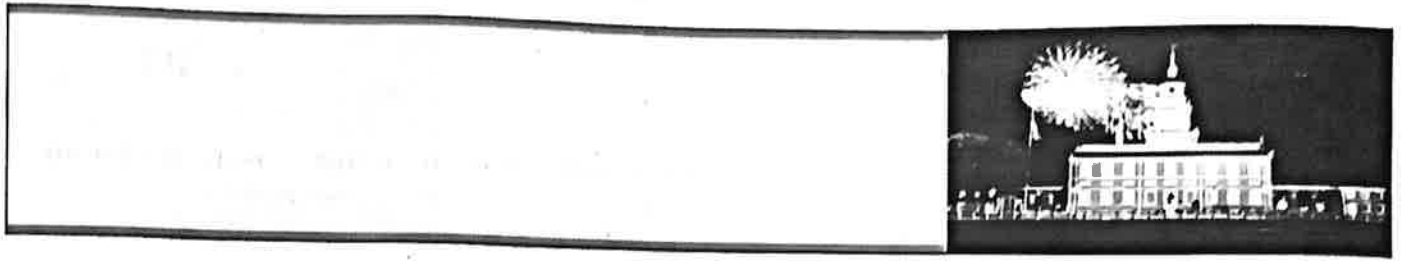
Address: 2121 Sand Hill Road, Menlo Park, CA 94065

Email: ktsadick@hewlett.org Telephone: (650) 575-1176



Friday, October 15, 2021

- 7:30 am Check in at Union Station, Gate G
- 8:10 am Depart for Philadelphia via Amtrak
Box Continental Breakfast provided on board
- 9:58 am Arrive Philadelphia 30th Street Station
Motorcoach to Philadelphia Marriott Downtown
1201 Market Street
- 10:30 am Arrive at Hotel (check in will be after 3 pm)
- 11:15 am - 12:45pm **Working lunch:** Presentation from Pew
Research on emerging data on general trends and
issues related to current events and official duties
- 1:15 pm Walk to City Hall
- 1:30-3:00 pm **Panel Discussion** on Philadelphia's approach to recovery from the effects of the
COVID-19 pandemic on the city's economy and citizens' health with Michael
Rashid, COP Commerce Director; Jeff Guaracino, CEO Visit Philly; Frazierita Klasen,
SVP, Pew (Moderator)
- 3:00 pm Return to Hotel; check in and free time
- 5:00 pm Depart Hotel; Walk/transfer to Independence Hall (Motorcoach available)
- 5:30 pm – 6:30 pm Tour Independence Hall with re-enactors who will discuss
the process of collaboration that led to the development of the
U.S. Constitution, and how that process can inform the work
of this bipartisan group of congressional chiefs of staff today
- Walk to National Constitution Center
- 6:45 pm
- 7:00 pm – 9:00 pm **Dinner and Program at the National Constitution Center**
Jane Campbell, President, US Capitol Historical Association and Joanne Freeman,
Author, *The Field of Blood: Violence in Congress and the Road to Civil War*



Saturday October 16, 2021

- | | |
|-----------------------|---|
| 7:30 – 9:00 am | Breakfast on your own, Marriott Hotel or elsewhere |
| 9:00-11:00 am | Free Time; Check Out by 11:00 am |
| 11:30 am | Depart Marriott Hotel via Motorcoach for Philadelphia 30th Street Station |
| 12:43 pm | Depart Philadelphia 30th Street Station for Washington Union Station. |
| 2:30 pm | Arrive Washington Union Station |

hang list

Sal	First Name	Last Name	Company	Phone	Email
Ms.	Sally	Adams	Capitol Office of Rep. Tom O'Halleran (AZ01 D)	(202) 225-3361	sally.adams@mail.house.gov
Mr.	Robert	Adkerson	Capitol Office of Rep. Barry Loudermilk (GA11 R)	(202) 225-2931	robert.adkerson@mail.house.gov
Ms.	Kara	Ahern	Capitol Office of Rep. Liz Cheney (WY01 R)	(202) 225-2311	kara.ahern@mail.house.gov
Mr.	Abbas	Alawieh	Capitol Office of Rep. Cori Bush (MO01 D)	(202) 225-2406	abbas.alawieh@mail.house.gov
Ms.	Liz	Albertine	Capitol Office of Rep. Rosa DeLauro (CT03 D)	(202) 225-3661	elizabeth.albertine@mail.house.gov
Ms.	Amy	Albro	Oklahoma City District Office of Rep. Stephanie Bice	(405) 300-6890	amy.albro@mail.house.gov
Ms.	Sandra	Alcala	Capitol Office of Rep. Filemon Vela Jr. (TX34 D)	(202) 225-9901	sandra.alcala@mail.house.gov
Ms.	LaVerne	Alexander	Capitol Office of Rep. Donald M. Payne Jr. (NJ10 D)	(202) 225-3436	laverne.alexander@mail.house.gov
Mr.	Matthew	Alpert	Capitol Office of Rep. Norma Torres (CA35 D)	(202) 225-6161	matthew.alpert@mail.house.gov
Ms.	Liz	Amster	Capitol Office of Rep. Kathleen Rice (NY04 D)	(202) 225-5516	liz.amster@mail.house.gov
Mr.	Dale	Anderson	Capitol Office of Rep. Doug Lamborn (CO05 R)	(202) 225-4422	dale.anderson@mail.house.gov
Ms.	Wendy	Anderson	Capitol Office of Rep. Val Demings (FL10 D)	(202) 225-2176	wendy.anderson@mail.house.gov
Mr.	Taylor	Andrae	Capitol Office of Rep. Mike Gallagher (WI08 R)	(202) 225-5665	taylor.andrae@mail.house.gov
Mr.	Don	Andres	Capitol Office of Rep. Jesus G. Garcia (IL04 D)	(202) 225-8203	don.andres@mail.house.gov
Ms.	Jessie	Andrews	Capitol Office of Rep. Antonio Delgado (NY19 D)	(202) 225-5614	jessie.andrews@mail.house.gov
Mr.	Jon	Anzur	Capitol Office of Rep. Fred Keller (PA12 R)	(202) 225-3731	jon.anzur@mail.house.gov
Mr.	Joel	Bailey	Former US Congressional Staffers		

Mr.	Edan	Baker	Capitol Office of Rep. Daniel Crenshaw (TX02 R)	(202) 225-6565	edan.baker@mail.house.gov
Mr.	Tim	Barnes	Capitol Office of Rep. Brendan Boyle (PA02 D)	(202) 225-6111	tim.barnes@mail.house.gov
Ms.	Anelvy	Batista	New York District Office of Rep. Adriano Espaillat	(212) 497-5959	anelvy.batista@mail.house.gov
Mr.	Jason	Bauknecht	Capitol Office of Rep. Tom Tiffany (WI07 R)	(202) 225-3365	jason.bauknecht@mail.house.gov
Mr.	Cliff	Bayer	Capitol Office of Rep. Russ Fulcher (ID01 R)	(202) 225-6611	cliff.bayer@mail.house.gov
Ms.	Hillary	Beard	Capitol Office of Rep. Terri Sewell (AL07 D)	(202) 225-2665	hillary.beard@mail.house.gov
Ms.	Megan	Bel Miller	Capitol Office of Rep. Steve Scalise (LA01 R)	(202) 225-3015	megan.miller@mail.house.gov
Mr.	Josh	Bell	Capitol Office of Rep. Ron Estes (KS04 R)	(202) 225-6216	josh.bell@mail.house.gov
Mr.	Kirk	Bell	Capitol Office of Rep. Pete Sessions (TX17 R)	(202) 225-6105	warren.bell@mail.house.gov
Ms.	A. Brooke	Bennett	Capitol Office of Rep. French Hill (AR02 R)	(202) 225-2506	a.brooke.bennett@mail.house.gov
Ms.	Louise	Bentzen	Capitol Office of Rep. Vicente Gonzalez (TX15 D)	(202) 225-2531	louise.bentzen@mail.house.gov
Mr.	Eric	Bergren	Capitol Office of Rep. Brett Guthrie (KY02 R)	(202) 225-3501	eric.bergren@mail.house.gov
Mr.	James	Bernhard	Capitol Office of Rep. Troy Carter (LA02 D)	(202) 225-6636	james.bernhard@mail.house.gov
Mr.	Tim	Bertocci	Capitol Office of Rep. Dean Phillips (MN03 D)	(202) 225-2871	tim.bertocci@mail.house.gov
Ms.	Lisa	Bianco	Capitol Office of Rep. Joe Neguse (CO02 D)	(202) 225-2161	lisa.bianco@mail.house.gov
Mr.	Jeff	Billman	Capitol Office of Rep. Ronny Jackson (TX13 R)	(202) 225-3706	jeff.billman@mail.house.gov
Ms.	Christine	Biron	Capitol Office of Rep. Darren Soto (FL09 D)	(202) 225-9889	christine.biron@mail.house.gov
Mr.	Dan	Black	Capitol Office of Rep. Debbie Dingell (MI12 D)	(202) 225-4071	dan.black@mail.house.gov
Mr.	Alex	Blair	Capitol Office of Rep. Greg Steube (FL17 R)	(202) 225-5792	alex.blair@mail.house.gov
Ms.	Gabriella	Boffelli	Capitol Office of Del. Jennifer Gonzalez Colon (PR01 R)	(202) 225-2615	gabriella.boffelli@mail.house.gov
Mr.	Patrick	Boland	Capitol Office of Rep. Adam Schiff (CA28 D)	(202) 225-4176	patrick.boland@mail.house.gov
Mr.	Alex	Bolton	Capitol Office of Rep. Nicole Malhotras (NY11 R)	(202) 225-3571	alex.bolton@mail.house.gov
Mr.	Gerardo	Bonilla-Chavez	Capitol Office of Rep. Alexandria Ocasio-Cortez (NY13 D)	(202) 225-3965	gerardo.bonilla-chavez@mail.house.gov
Mr.	Aaron	Bonaiuto	Capitol Office of Rep. Guy Reschenthaler (PA14 R)	(202) 225-2069	aaron.bonaiuto@mail.house.gov
Ms.	Kate	Bonior	Capitol Office of Rep. Lloyd Smucker (PA11 R)	(202) 225-2011	kate.bonior@mail.house.gov

Ms.	Rachael	Bornstein	Capitol Office of Rep. Suzanne Bonamici (OR01 D)	(202) 225-0855	rachael.bornstein@mail.house.gov
Mr.	Bradley	Bottoms	Capitol Office of Rep. John Garamendi (CA03 D)	(202) 225-1880	bradley.bottoms@mail.house.gov
Ms.	Lorissa	Bounds	Capitol Office of Rep. Jay Obernolte (CA08 R)	(202) 225-5861	lorissa.bounds@mail.house.gov
Mr.	Casey	Bowman	Vancouver District Office of Rep. Jaime Herrera Beutler	(360) 695-6292	casey.bowman@mail.house.gov
Ms.	Jenifer	Bradley	Capitol Office of Rep. John Rutherford (FL04 R)	(202) 225-2501	jenifer.bradley@mail.house.gov
Mr.	Sean	Brady	Capitol Office of Rep. Vern Buchanan (FL16 R)	(202) 225-5015	sean.brady@mail.house.gov
Mr.	James	Braid	Capitol Office of Rep. Matt Rosendale Sr. (MT01 R)	(202) 225-3211	james.braid@mail.house.gov
Mr.	Douglas	Branch	Capitol Office of Rep. Warren Davidson (OH08 R)	(202) 225-6205	doug.branch@mail.house.gov
Mr.	Andy	Braner	Capitol Office of Rep. Jeff Fortenberry (NE01 R)	(202) 225-4806	andy.braner@mail.house.gov
Mr.	Ross	Branson	Capitol Office of Rep. Debbie Lesko (AZ08 R)	(202) 225-4576	ross.branson@mail.house.gov
Mr.	Matthew	Brennan	Capitol Office of Rep. Glenn Thompson Jr. (PA15 R)	(202) 225-5121	matthew.brennan@mail.house.gov
Mr.	Christopher	Brinson	Capitol Office of Rep. Mike Rogers (AL03 R)	(202) 225-3261	chris.brinson@mail.house.gov
Mr.	Greg	Brooks	Capitol Office of Rep. Brad Wenstrup (OH02 R)	(202) 225-3164	greg.brooks@mail.house.gov
Ms.	Keelie	Broom	Capitol Office of Rep. Burgess Owens (UT04 R)	(202) 225-3011	keelie.broom@mail.house.gov
Mr.	Nicholas	Brown	Capitol Office of Rep. Andrew Clyde (GA09 R)	(202) 225-9893	nicholas.brown@mail.house.gov
Mr.	Eric	Bryant	Capitol Office of Rep. Kweisi Mfume (MD07 D)	(202) 225-4741	eric.bryant@mail.house.gov
Mr.	Stuart	Burns	Capitol Office of Rep. Bill Posey (FL08 R)	(202) 225-3671	stuart.burns@mail.house.gov
Mr.	Nick	Bush	Capitol Office for Ohio District 15 (OH15)	(202) 225-2015	nick.bush@mail.house.gov
Mr.	Tim	Butler	Capitol Office of Rep. Mike Kelly Jr. (PA16 R)	(202) 225-5406	tim.butler@mail.house.gov
Mr.	Jeff	Butler	Capitol Office of Rep. Patrick McHenry (NC10 R)	(202) 225-2576	jeff.butler@mail.house.gov
Mr.	John	Byers	Capitol Office of Rep. August Pfluger II (TX11 R)	(202) 225-3605	john.byers@mail.house.gov
Mr.	Zachary	Cafritz	Capitol Office of Rep. Don Beyer Jr. (VA08 D)	(202) 225-4376	zach.cafritz@mail.house.gov
Mr.	Larry	Calhoun	Capitol Office of Rep. Kat Cammack (FL03 R)	(202) 225-5744	larry.calhoun@mail.house.gov

Mr.	Benjamin	Cantrell	Capitol Office of Rep. Markwayne Mullin (OK02 R)	(202) 225-2701	benjamin.cantrell@mail.house.gov
Ms.	Colleen	Carlos	Capitol Office of Rep. Madeleine Dean (PA04 D)	(202) 225-4731	colleen.carlos@mail.house.gov
Mr.	Chad	Carlough	Capitol Office of Rep. Jerry L. Carl Jr. (AL01 R)	(202) 225-4931	chad.carlough@mail.house.gov
Mr.	Ryan	Carney	Capitol Office of Rep. Bryan Steil (WI01 R)	(202) 225-3031	ryan.carney@mail.house.gov
Ms.	Julie	Carr	Capitol Office of Rep. John Yarmuth (KY03 D)	(202) 225-5401	julie.carr@mail.house.gov
Mr.	Robert	Carretta	Capitol Office of Rep. Jake Elizey (TX06 R)	(202) 225-2002	rob.carretta@mail.house.gov
Ms.	Jessica	Carter	Capitol Office of Rep. Dan Newhouse (WA04 R)	(202) 225-5816	jess.carter@mail.house.gov
Ms.	Abby	Carter	Capitol Office of Rep. Jennifer Wexton (VA10 D)	(202) 225-5136	abby.carter@mail.house.gov
Ms.	Caroline	Cash	Capitol Office of Rep. James Comer Jr. (KY01 R)	(202) 225-3115	caroline.cash@mail.house.gov
Mr.	Victor	Castillo	Capitol Office of Rep. Lucille Roybal-Allard (CA40 D)	(202) 225-1766	victor.castillo@mail.house.gov
Mr.	Marc	Cevalasco	Capitol Office of Rep. Ted Lieu (CA33 D)	(202) 225-3976	marc.cevasco@mail.house.gov
Ms.	Shana	Chandler	Capitol Office of Rep. Adam Smith (WA09 D)	(202) 225-8901	shana.chandler@mail.house.gov
Mrs.	Jennifer	Chandler	Capitol Office of Rep. Jim McGovern (MA02 D)	(202) 225-6101	jennifer.chandler@mail.house.gov
Mr.	Daniel	Chao	Capitol Office of Rep. Grace F. Napolitano (CA32 D)		daniel.chao@mail.house.gov
Mr.	Andrew	Christianson	Capitol Office of Rep. Dusty Johnson (SD01 R)	(202) 225-2801	andrew.christianson@mail.house.gov
Mr.	John	Christie	Capitol Office of Rep. Alma Adams (NC12 D)	(202) 225-1510	john.christie@mail.house.gov
Ms.	Elle	Clapciak	Capitol Office of Rep. Jodey Arrington (TX19 R)	(202) 225-4005	elle.clapciak@mail.house.gov
Mr.	Nick	Coe	Capitol Office of Rep. Angie Craig (MN02 D)	(202) 225-2271	nick.coe@mail.house.gov
Mr.	Larry	Cohen	Capitol Office of Rep. Juan Vargas (CA51 D)	(202) 225-8048	larry.cohen@mail.house.gov
Ms.	Lisa	Cohen	Capitol Office of Rep. Diana DeGette (CO01 D)	(202) 225-4431	lisa.cohen@mail.house.gov
Mr.	Joshua	Cohen	Capitol Office of Rep. Lois Frankel (FL21 D)	(202) 225-9890	joshua.cohen@mail.house.gov
Ms.	Julie	Conroy	Capitol Office of Rep. Sheila Jackson Lee (TX18 D)	(202) 225-3816	julie.conroy@mail.house.gov
Mr.	Christopher	Connolly	Capitol Office of Rep. Vicky Hartzler (MO04 R)	(202) 225-2879	christ.connolly@mail.house.gov
Mr.	Josh	Connolly	Capitol Office of Rep. Jackie Speier (CA14 D)	(202) 225-3531	josh.connolly@mail.house.gov
Mr.	Jeana	Connolly	Portland District Office of Rep. Chellie Pingree	(207) 774-5019	jeana.connolly@vt.house.gov

Mr.	Billy	Constangy	Capitol Office of Rep. Richard Hudson Jr. (NC08 R)	(202) 225-3715	billy.constangy@mail.house.gov
Mr.	Casey	Contres	Capitol Office of Rep. Tony Gonzales II (TX23 R)	(202) 225-4511	casey.contres@mail.house.gov
Ms.	Becky	Cornell	Capitol Office of Rep. Pete Aguilar (CA31 D)	(202) 225-3201	becky.cornell@mail.house.gov
Mr.	Benjamin	Couhig	Capitol Office of Rep. Brian Babin (TX36 R)	(202) 225-1555	ben.couhig@mail.house.gov
Ms.	Alexis	Covey-Brandt	Capitol Office of Rep. Steny Hoyer (MD05 D)	(202) 225-4131	alexis.covey-brandt@mail.house.gov
Mr.	Brandon	Cox	Capitol Office of Rep. Susie Lee (NV03 D)	(202) 225-3252	brandon.cox@mail.house.gov
Mr.	Christopher	Cox	Capitol Office of Rep. Yvette D. Clarke (NY09 D)	(202) 225-6231	christopher.cox@mail.house.gov
Mr.	Chris	Crawford	Capitol Office of Rep. Buddy Carter (GA01 R)	(202) 225-5831	chris.crawford@mail.house.gov
Ms.	Emily	Crerand	Capitol Office of Rep. Carolyn B. Maloney (NY12 D)	(202) 225-7944	emily.crerand@mail.house.gov
Ms.	Mary	Cruz	Cherry Hill District Office of Rep. Donald Norcross	(856) 427-7000	mary.cruz@mail.house.gov
Mr.	Timothy	Cummings	Capitol Office of Rep. Jackie Walorski (IN02 R)	(202) 225-3915	timothy.cummings@mail.house.gov
Mr.	Quincy	Cunningham	Capitol Office of Rep. Jim Baird (IN04 R)	(202) 225-5037	quincy.cunningham@mail.house.gov
Ms.	Sarah	Curtis	Capitol Office of Rep. Kathy Manning (NC06 D)	(202) 225-3065	sarah.curtis@mail.house.gov
Mr.	David	Dailey	Capitol Office of Rep. Bobby Scott (VA03 D)	(202) 225-8351	david.dailey@mail.house.gov
Ms.	Nicole	Damasco	Capitol Office of Rep. Jerry McNerney (CA09 D)	(202) 225-1947	nicole.damasco@mail.house.gov
Ms.	Arie	Dana	Capitol Office of Rep. Michelle Steel (CA48 R)	(202) 225-2415	arie.dana@mail.house.gov
Mr.	Blake	Davis	Capitol Office of Rep. Josh Gottheimer (NJ05 D)	(202) 225-4465	blake.davis@mail.house.gov
Mr.	David	Davis	Capitol Office of Rep. Kevin Brady (TX08 R)	(202) 225-4901	david.davis@mail.house.gov
Mr.	Jonathan	Day	Capitol Office of Rep. Joe Wilson (SC02 R)	(202) 225-2452	jonathan.day@mail.house.gov
Mr.	James	Decker	Capitol Office of Rep. Michael C. Burgess (TX26 R)	(202) 225-7772	james.decker@mail.house.gov
Mr.	Chris	DelBeccaro	Capitol Office of Rep. Michael McCaul (TX10 R)	(202) 225-2401	chris.delbeccaro@mail.house.gov
Mr.	Tim	DelMonico	Capitol Office of Rep. Raul Ruiz (CA36 D)	(202) 225-5330	tim.delmonico@mail.house.gov
Mr.	Benjamin	DeMarzo	Capitol Office of Rep. Mary Miller (IL15 R)	(202) 225-5271	benjamin.demarzo@mail.house.gov
Ms.	Sonali	Desai	Capitol Office of Rep. Judy Chu (CA27 D)	(202) 225-5464	sonali.desai@mail.house.gov
Mr.	Patrick	Devney	Capitol Office of Rep. Ann McLane Kuster (NH02 D)	(202) 225-5206	patrick.devney@mail.house.gov

Mr	Jon	DeWitte	Capitol Office of Rep. Bill Huizenga (MI02 R)	(202) 225-4101	jon.dewitte@house.gov
Ms	Monica	Didiuk	Capitol Office of Rep. Adrian Smith (NE03 R)	(202) 225-6435	monica.didiuk@house.gov
Mr	Lonnie	Dietz	Capitol Office of Rep. Van Taylor (TX03 R)	(202) 225-4201	lonnie.dietz@house.gov
Ms	Marilyn	Dillihay	Capitol Office of Rep. Steve Cohen (TN09 D)	(202) 225-3265	marilyn.dillihay@house.gov
Mr	Joe	Diver	Capitol Office of Rep. Cindy Axne (IA03 D)	(202) 225-5476	joseph.diver@house.gov
Mr	Matthew	Donnellan	Capitol Office of Rep. Carol Miller (WV03 R)	(202) 225-3452	matthew.donnellan@house.gov
Mr	Garrett	Donovan	Capitol Office of Rep. Bill Keating (MA09 D)	(202) 225-3111	ghdonovan@house.gov
Ms	Michelle	Dorothy	Capitol Office of Rep. Chrissy Houlahan (PA06 D)	(202) 225-4315	michelle.dorothy@house.gov
Mr	Curtis	Doster	Capitol Office of Rep. Brenda Lawrence (MI14 D)	(202) 225-5802	curtis.doster@house.gov
Mr	Jordan	Downs	Capitol Office of Rep. Michael Guest (MS03 R)	(202) 225-5031	jordan.downs@house.gov
Mr	Mark	Dreiling	Capitol Office of Rep. Don Bacon (NE02 R)	(202) 225-4155	mark.dreiling@house.gov
Mr	Braden	Dreiling	Capitol Office of Rep. Jake LaTurner (KS02 R)	(202) 225-6601	braden.dreiling@house.gov
Mr	Austin	Durrer	Capitol Office of Rep. Charlie Crist (FL13 D)	(202) 225-5961	austin.durrer@house.gov
Mr	Robert	Edmonson	Capitol Office of Rep. Nancy Pelosi (CA12 D)	(202) 225-4965	robert.edmonson@house.gov
Mr	Kevin	Eichinger	Capitol Office of Rep. Jim Jordan (OH04 R)	(202) 225-2676	kevin.eichinger@house.gov
Ms	Erin	Elliott	Syracuse District Office of Rep. John Katko	(315) 423-5657	erin.elliott@house.gov
Ms	Amy	Emerick Clerk	Capitol Office of Rep. Raul M. Grijalva (AZ03 D)	(202) 225-2435	amy.emerick@house.gov
Ms	Jaryn	Emhof	Capitol Office of Rep. Daniel Webster (FL11 R)	(202) 225-1002	jaryn.emhof@house.gov
Ms	Laura	Engquist	Capitol Office of Rep. Troy Balderson (OH12 R)	(202) 225-5355	laura.engquist@house.gov
Mr	John	Etue	Capitol Office of Rep. Roger Williams (TX25 R)	(202) 225-9896	john.etue@house.gov
Mr	Alex	Eveland	Capitol Office of Rep. Ron Kind (WI03 D)	(202) 225-5506	alex.eveland@house.gov
Mr	Jordan	Evich	Capitol Office of Rep. Jaime Herrera Beutler (WA03 R)	(202) 225-3536	jordan.evich@house.gov
Ms	Kathee	Facchiano	Capitol Office of Rep. Clay Higgins (LA03 R)	(202) 225-2031	kathee.facchiano@house.gov
Ms	Deborah	Fairhurst	Capitol Office of Rep. Al Lawson (FL05 D)	(202) 225-0123	deborah.fairhurst@house.gov
Ms	Melanee	Farrah	Capitol Office of Rep. Nikema Williams (GA05 D)	(202) 225-3801	melanee.farrah@house.gov
Mr	Bruce	Fernandez	Capitol Office of Rep. Stephen Lynch (MA08 D)	(202) 225-8273	bruce.fernandez@house.gov
Mr	Alex	Ferro	Capitol Office of Rep. Carlos Gumenat (FL20 R)	(202) 225-2778	alex.ferro@house.gov

Mr.	Matthew	Fery	Capitol Office of Rep. Brian Higgins (NY26 D)	(202) 225-3306	matthew.fery@mail.house.gov
Mrs.	Cari	Fike	House Republican Policy Committee Chairman	(202) 225-4921	cari.fike@mail.house.gov
Mr.	Zach	Fisch	Capitol Office of Rep. Mondaire Jones (NY17 D)	(202) 225-6506	zach.fisch@mail.house.gov
Mr.	Liam	Fitzsimmons	Capitol Office of Rep. Frank Pallone Jr. (NJ06 D)	(202) 225-4671	liam.fitzsimmons@mail.house.gov
Mr.	David	FitzSimmons	Capitol Office of Rep. Michelle Fischbach (MN07 R)	(202) 225-2165	david.fitzsimmons@mail.house.gov
Mr.	Jamie	Fleet	House Committee on House Administration	(202) 225-2061	jamie.fleet@mail.house.gov
Mr.	Andy	Flick	Capitol Office of Rep. David Trone (MD06 D)	(202) 225-2721	andy.flick@mail.house.gov
Ms	Lara	Flint	Democracy Fund, Inc.	+1.202.420.7900	lflint@democracyfund.org
Mr.	Michael	Florio	Huntington District Office of Rep. Thomas Suozzi	(631) 923-4100	mike.florio@mail.house.gov
Mr.	Roddy	Flynn	Capitol Office of Rep. Mary Gay Scanlon (PA05 D)	(202) 225-2011	roddy.flynn@mail.house.gov
Mr.	Scott	Forrester	Capitol Office of Rep. Melanie A. Stansbury (NM01 D)	(202) 225-6316	scott.forrester@mail.house.gov
Mr.	Liam	Forsythe	Capitol Office of Rep. Nanette Diaz Barragan (CA44 D)	(202) 225-8220	liam.forsythe@mail.house.gov
Mr.	Cameron	Foster	Capitol Office of Rep. Kevin Hern (OK01 R)	(202) 225-2211	cameron.foster@mail.house.gov
Mr.	Sean	Gard	Capitol Office of Rep. Gwen Moore (WI04 D)	(202) 225-4572	sean.gard@mail.house.gov
Mr.	Shelby	Garner	New York District Office of Rep. Carolyn B. Maloney	(212) 860-0606	shelby.garner@mail.house.gov
Mr.	James	Gee	Capitol Office of Rep. Bonnie Watson Coleman (NJ12 D)	(202) 225-5801	james.gee@mail.house.gov
Ms.	Teri	Geiger	Worthington District Office of Rep. Troy Balderson	(614) 523-2555	teri.geiger@mail.house.gov
Mr	Justin	German	Capitol Office of Rep. Haley Stevens (MI11 D)	(202) 225-8171	justin.german@mail.house.gov
Mr.	Jay	Gertsema	Capitol Office of Rep. Dina Titus (NV01 D)	(202) 225-5965	jay.gertsema@mail.house.gov
Ms.	Tracie	Gibler	Capitol Office of Rep. Mariannette Miller-Meeks (IA02 R)	(202) 225-6576	tracie.gibler@mail.house.gov
Mr	Alex	Ginis	Capitol Office of Rep. Jahana Hayes (CT05 D)	(202) 225-4476	alex.ginis@mail.house.gov
Ms	Stacey	Glasscock	Yukon District Office of Rep. Frank Lucas	(405) 373-1958	stacey.glasscock@mail.house.gov

Ms Jennifer	Gordke	Capitol Office of Rep. Jared Huffman (CA02 D)	(202) 225-5161	jennifer.gordke@mail.house.gov
Mr Murat	Gokcigdem	Capitol Office of Rep. Eddie Bernice Johnson (TX30 D)	(202) 225-8885	murat.gokcigdem@mail.house.gov
Ms Rachael	Goldenberg	Capitol Office of Rep. Josh Harder (CA10 D)	(202) 225-4540	rachael.goldenberg@mail.house.gov
Mr Scott	Goldstein	Capitol Office of Rep. Hank Johnson Jr. (GA04 D)	(202) 225-1605	scott.goldstein@mail.house.gov
Mr Cesar	Gonzalez	Capitol Office of Rep. Mario Diaz-Balart (FL25 R)	(202) 225-4211	cesar.gonzalez@mail.house.gov
Mr John	Gorczynski	Capitol Office of Rep. Sylvia Garcia (TX29 D)	(202) 225-1688	john.gorczynski@mail.house.gov
Mr Chris	Gorud	Capitol Office of Rep. Alan Lowenthal (CA47 D)	(202) 225-7924	chris.gorud@mail.house.gov
Ms Andrea	Grace	Capitol Office of Rep. Lee Zeldin (NY01 R)	(202) 225-3826	andrea.grace@mail.house.gov
Ms Kristie	Greco Johnson	Capitol Office of Rep. Peter Defazio (OR04 D)	(202) 225-6416	kristie.greco@mail.house.gov
Ms Hana	Greenberg	Capitol Office of Rep. Ron Kind (WI03 D)	(202) 225-5506	hana.greenberg@mail.house.gov
Mr Michael	Grider	Capitol Office of Rep. Tim Burchett (TN02 R)	(202) 225-5435	michael.grider@mail.house.gov
Mr Drew	Griffin	Capitol Office of Rep. Bob Latta (OH05 R)	(202) 225-6405	drew.griffin@mail.house.gov
Mr Ron	Grimes	Capitol Office of Rep. Tim Ryan (OH13 D)	(202) 225-5261	ron.grimes@mail.house.gov
Mr Josh	Grogis	Capitol Office of Rep. Tom Cole (OK04 R)	(202) 225-6165	joshua.grogis@mail.house.gov
Ms Sarah	Groh	Capitol Office of Rep. Ayanna Pressley (MA07 D)	(202) 225-5111	sarah.groh@mail.house.gov
Ms Hillary	Gross	Capitol Office of Rep. Bob Gibbs (OH07 R)	(202) 225-6265	hillary.gross@mail.house.gov
Ms Bertha	Guerrero	Capitol Office of Rep. Jimmy Gomez (CA34 D)	(202) 225-6235	bertha.guerrero@mail.house.gov
Mr Anuj	Gupta	Philadelphia District Office of Rep. Dwight Evans	(215) 276-0340	anuj.gupta@mail.house.gov
Mr Matt	Gurtler	Capitol Office of Rep. Thomas Massie (KY04 R)	(202) 225-3465	matt.gurtler@mail.house.gov
Ms Connie	Hair	Capitol Office of Rep. Louie Gohmert Jr. (TX01 R)	(202) 225-3035	connie.hair@mail.house.gov
Mr Mike	Hamilton	Capitol Office of Rep. David B. McKinley (WV01 R)	(202) 225-4172	mike.hamilton@mail.house.gov
Mr James	Hampson	Capitol Office of Rep. Dan Bishop (NC09 R)	(202) 225-1979	james.hampson@mail.house.gov
Mr Brandon	Harder	Capitol Office of Rep. Tracey Mann (KS01 R)	(202) 225-2715	brandon.harder@mail.house.gov

Mr.	Derek	Harley	House Select Committee on the Modernization of Congress	(202) 225-1530	derek.harley@mail.house.gov
Mr.	Blake	Harp	Capitol Office of Rep. Madison Cawthorn (NC11 R)	(202) 225-6401	blake.harp@mail.house.gov
Mr.	Bill	Harper	St. Paul District Office of Rep. Betty McCollum	(651) 224-9191	bill.harper@mail.house.gov
Ms.	Andrea	Harris	Capitol Office of Rep. Lauren Underwood (IL14 D)	(202) 225-2976	andrea.harris@mail.house.gov
Mr.	Darryn	Harris	Capitol Office of Rep. Karen Bass (CA37 D)	(202) 225-7084	darryn.harris@mail.house.gov
Mr.	Nick	Hawatmeh	Capitol Office of Rep. Lisa McClain (MI10 R)	(202) 225-2106	nick.hawatmeh@mail.house.gov
Mr.	Tyler	Haymore	Capitol Office of Rep. Byron Donalds (FL19 R)	(202) 225-2536	tyler.haymore@mail.house.gov
Mr.	Hayden	Haynes	Capitol Office of Rep. Mike Johnson (LA04 R)	(202) 225-2777	hayden.haynes@mail.house.gov
Ms.	Maeve	Healy	Capitol Office of Rep. Grace Meng (NY06 D)	(202) 225-2601	maeve.healy@mail.house.gov
Mr.	Matt	Hennessey	Capitol Office of Rep. Elissa Slotkin (MI08 D)	(202) 225-4872	matthew.hennessey@mail.house.gov
Mr.	Mark	Henson	Capitol Office of Rep. Jim Himes (CT04 D)	(202) 225-5541	mark.henson@mail.house.gov
Mr.	Patrick	Hester	Capitol Office of Rep. Elise Stefanik (NY21 R)	(202) 225-4611	patrick.hester@mail.house.gov
Mr.	Adam	Hewitt	Troy District Office of Rep. Warren Davidson	(937) 339-1524	adam.hewitt@mail.house.gov
Mr.	Van	Hilleary	Capitol Office of Rep. John Rose (TN06 R)	(202) 225-4231	vh@mail.house.gov
Ms.	Joan	Hillebrands	Capitol Office of Rep. Fred Upton (MI06 R)	(202) 225-3761	joan.hillebrands@mail.house.gov
Mr.	James	Hippe	Capitol Office of Rep. Chuck Fleischmann (TN03 R)	(202) 225-3271	jim.hippe@mail.house.gov
Ms.	Liz	Hittos	Capitol Office of Rep. Gus Bilirakis (FL12 R)	(202) 225-5755	elizabeth.hittos@mail.house.gov
Mr.	Jacob	Hochberg	Capitol Office of Rep. Henry Cuellar (TX28 D)	(202) 225-1640	jacob.hochberg@mail.house.gov
Ms.	Lauren	Hodge	Capitol Office of Rep. Rick W. Allen (GA12 R)	(202) 225-2823	lauren.hodge@mail.house.gov
Mr.	Nate	Hodson	House Committee on Energy and Commerce	(202) 225-3641	nate.hodson@mail.house.gov
Ms.	Lara	Hopkins	Capitol Office of Rep. Kathy Castor (FL14 D)	(202) 225-3376	lara.hopkins@mail.house.gov
Mr.	Michael	Horanburg	Capitol Office of Rep. Yvette Herrell (NM02 R)	(202) 225-2365	michael.horanburg@mail.house.gov
Mr.	Michael	Hough	Capitol Office of Rep. Alex Mooney (WV02 R)	(202) 225-2711	michael.hough@mail.house.gov
Mr.	Adam	Howard	Capitol Office of Rep. Mike Turner (OH10 R)	(202) 225-6465	adam.howard@mail.house.gov
Mr.	Bradley	Howard	Capitol Office of Rep. Stephanie Murphy (FL07 D)	(202) 225-4035	brad.howard@mail.house.gov
Mr.	Paul	Howell	Capitol Office of Rep. Trent Kelly (MS01 R)	(202) 225-4306	paul.howell@mail.house.gov

Mr	Chris	Huckleberry	Capitol Office of Rep. Kurt Schrader (OR05 D)	(202) 225-5711	huck@mail.house.gov
Ms	Renee	Hudson	Capitol Office of Rep. Victoria Spartz (IN05 R)	(202) 225-2276	renee.hudson@mail.house.gov
Ms	Chloe	Hunt	Capitol Office of Rep. Sean Casten (IL06 D)	(202) 225-4561	chloe.hunt@mail.house.gov
Ms	Paige	Hutchinson	Capitol Office of Rep. Colin Allred (TX32 D)		paige.hutchinson@mail.house.gov
Ms	Paige	Hutchinson	Capitol Office of Rep. Colin Allred (TX32 D)	(202) 225-2231	paige.hutchinson1@mail.house.gov
Mr	Tim	Hysom	Capitol Office of Rep. Jake Auchincloss (MA04 D)	(202) 225-5931	tim.hysom@mail.house.gov
Ms	Sarah	Iddrisu	Capitol Office of Rep. Jamaal Bowman (NY16 D)	(202) 225-2464	sarahiddrisu@mail.house.gov
Ms	Angeline	Jabbar	Capitol Office of Del. Stacey E. Plaskett (VI01 D)	(202) 225-1790	angeline.jabbar@mail.house.gov
Mr	Kyle	Jackson	Capitol Office of Rep. Larry Bucshon (IN08 R)	(202) 225-4636	kyle.jackson@mail.house.gov
Ms	Tasia	Jackson	Capitol Office of Rep. Hakeem Jeffries (NY08 D)	(202) 225-5936	tasia.jackson@mail.house.gov
Ms	Allison	Jarus	Capitol Office of Rep. Mike Quigley (IL05 D)	(202) 225-4061	allison.jarus@mail.house.gov
Ms	Brittney	Jenkins	Capitol Office of Rep. Rashida Tlaib (MI13 D)	(202) 225-5126	brittney.jenkins@mail.house.gov
Mr	Jakob	Johnsen	Capitol Office of Rep. Hal Rogers (KY05 R)	(202) 225-4601	jake.johnsen@mail.house.gov
Mr	Ernie	Jolly	Capitol Office of Rep. Gregory W. Meeks (NY05 D)	(202) 225-3461	ernie.jolly@mail.house.gov
Ms	Asha	Jones	North Las Vegas District Office of Rep. Steven Horsford	(702) 963-9360	asha.jones@mail.house.gov
Ms	Nancy	Juarez	Capitol Office of Rep. Marie Newman (IL03 D)	(202) 225-5701	nancy.juarez@mail.house.gov
Ms	Melissa	Jung	Capitol Office of Rep. Nydia M. Velazquez (NY07 D)	(202) 225-2361	melissa.jung@mail.house.gov
Mr	Brian	Kaissi	Capitol Office of Rep. Raja Krishnamoorthi (IL10 D)	(202) 225-3711	brian.kaissi@mail.house.gov
Mrs.	Sarah	Kaplan-Fennmann	Capitol Office of Rep. Lizze Parnill-Fletcher (TX07 D)	(202) 225-2571	sarah.fennmann@mail.house.gov
Mr	Peter	Karalotas	Capitol Office of Rep. David Cicilline (RI01 D)	(202) 225-4911	peter.karalotas@mail.house.gov
Mr	Steve	Katich	Tolado District Office of Rep. Marcy Kaptur	(414) 259-7500	steve.katich@gmail.com
Ms	Mia	Keays	Capitol Office of Rep. Robin Kelly (IL12 D)	(202) 225-0773	mia.keays@mail.house.gov
Ms	Rebecca	Konplatzky	Capitol Office of Rep. Ken Calvert (CA12 R)	(202) 225-1959	rebecca.konplatzky@mail.house.gov
Mr	David	Koller	Capitol Office of Rep. Jim Banks (IN03 R)	(202) 225-4139	david.koller@mail.house.gov
Mr	Charlie	Koller	Capitol Office of Rep. Ann Wagner (MO02 R)	(202) 225-1621	charlie.koller@mail.house.gov

Mrs.	Melissa	Kelly	Capitol Office of Rep. Scott Franklin (FL15 R)	(202) 225-1252	melissa.kelly@mail.house.gov
Ms.	Rachel	Kelly	Capitol Office of Rep. Derek Kilmer (WA06 D)	(202) 225-5916	rachel.kelly@mail.house.gov
Mr.	Mark	Kelly	Capitol Office of Rep. Bob Good (VA05 R)	(202) 225-4711	mark.kelly@mail.house.gov
Mr.	Micah	Ketchel	Capitol Office of Rep. Mike Waltz (FL06 R)	(202) 225-2706	micah.ketchel@mail.house.gov
Ms.	Carolyn	King	Capitol Office of Rep. Rob Wittman (VA01 R)	(202) 225-4261	carolyn.king@mail.house.gov
Mr.	Kyle	Kizzier	Capitol Office of Rep. Chris Jacobs (NY27 R)	(202) 225-5265	kyle.kizzier@mail.house.gov
Mr.	Allen	Klump	Capitol Office of Rep. Jeff D. Duncan (SC03 R)	(202) 225-5301	allen.klump@mail.house.gov
Mr.	Kevin	Knight	Scottsdale District Office of Rep. David Schweikert	(480) 946-2411	kevin.knight@mail.house.gov
Mr.	Kerry	Knott	Capitol Office of Rep. Robert B. Aderholt (AL04 R)	(202) 225-4876	kerry.knott@mail.house.gov
Mr.	Joseph	Knowles	Capitol Office of Rep. Brian Fitzpatrick (PA01 R)	(202) 225-4276	joseph.knowles@mail.house.gov
Ms.	Desiree	Koetzle	Capitol Office of Rep. Pete Stauber (MN08 R)	(202) 225-6211	desiree.koetzle@mail.house.gov
Ms.	Bonnie	Krenz	Capitol Office of Rep. Abigail Spanberger (VA07 D)	(202) 225-2815	bonnie.krenz@mail.house.gov
Ms.	Catherine	Kuerbitz	Capitol Office of Rep. David Scott (GA13 D)	(202) 225-2939	catherine.kuerbitz@mail.house.gov
Ms.	Amy	Kuhn	Capitol Office of Rep. Sara Jacobs (CA53 D)	(202) 225-2040	amy.kuhn@mail.house.gov
Mr.	Craig	Kwiecinski	Capitol Office of Rep. Conor Lamb (PA17 D)	(202) 225-2301	craig.kwiecinski@mail.house.gov
Ms.	Alexis	L'Heureux	Capitol Office of Rep. Seth Moulton (MA06 D)	(202) 225-8020	alexis.lheureux@mail.house.gov
Ms.	Kate	LaBorde	Capitol Office of Rep. Andy Biggs (AZ05 R)	(202) 225-2635	kate.laborde@mail.house.gov
Mrs.	Jillian	Lane Wyant	Capitol Office of Rep. Matt Gaetz (FL01 R)	(202) 225-4136	jillian.lanewyant@mail.house.gov
Mr.	James	Langenderfer	Capitol Office of Rep. Brian Mast (FL18 R)	(202) 225-3026	james.langenderfer@mail.house.gov
Mr.	Patrick	Large	Capitol Office of Rep. Steven Palazzo (MS04 R)	(202) 225-5772	patrick.large@mail.house.gov
Mr.	R.J.	Laukitis	Capitol Office of Rep. Tim Walberg (MI07 R)	(202) 225-6276	rj.laukitis@mail.house.gov
Mr.	Jason	Lawrence	Capitol Office of Rep. Austin Scott (GA08 R)	(202) 225-6531	jason.lawrence@mail.house.gov
Mr.	Ricky	Le	Capitol Office of Rep. Linda Sanchez (CA38 D)	(202) 225-6676	r.le@mail.house.gov
Ms.	Stacey	Leavandosky	Capitol Office of Rep. Zoe Lofgren (CA19 D)	(202) 225-3072	stacey.leavandosky@mail.house.gov
Ms.	Andrea	Lee	Capitol Office of Rep. Bennie G. Thompson (MS02 D)	(202) 225-5876	andrea.lee@mail.house.gov
Mr.	Matt	Lee	Capitol Office of Rep. Deborah Ross (NC02 D)	(202) 225-3032	matthew.lee@mail.house.gov
Ms.	Rosalyn	Leighton	Capitol Office of Rep. Kelly Armstrong (ND01 R)	(202) 225-2611	roz.leighton@mail.house.gov

Mr.	Nick	Leiserson	Capitol Office of Rep. Jim Langevin (RI02 D)	(202) 225-2735	nick.leiserson@mail.house.gov
Mr.	Matthew	Leopold	Capitol Office of Rep. Randy Feenstra (IA04 R)	(202) 225-4426	matt.leopold@mail.house.gov
Mr.	Eduardo	Lerma	Capitol Office of Rep. Veronica Escobar (TX16 D)	(202) 225-4831	eduardo.lerma@mail.house.gov
Ms.	Chasseny	Lewis	Capitol Office of Rep. Maxine Waters (CA43 D)	(202) 225-2203	chasseny.lewis@mail.house.gov
Mr.	Joe	Lillis	Capitol Office of Rep. Billy Long (MO07 R)	(202) 225-6536	joe.lillis@mail.house.gov
Mr.	Tony	Lis	Capitol Office of Rep. Jack Bergman (MI01 R)	(202) 225-4735	tony.lis@mail.house.gov
Mr.	Lane	Lofton	Capitol Office of Rep. Chris Pappas (NH01 D)	(202) 225-5456	lane.lofton@mail.house.gov
Mr.	Timothy	Lolli	Capitol Office of Rep. Anthony Gonzalez (OH16 R)	(202) 225-3876	tim.lolli@mail.house.gov
Mr.	Juan	Lopez	Capitol Office of Rep. Jim Costa (CA16 D)	(202) 225-3341	juan.lopez@mail.house.gov
Mr.	Mark	Lopez	Capitol Office of Rep. Frank Mrvan (IN01 D)	(202) 225-2461	mark.lopez@mail.house.gov
Ms.	Dvora	Lovinger	Capitol Office of Rep. John Sarbanes (MD03 D)	(202) 225-4016	dvora.lovinger@mail.house.gov
Mr.	Jonathan	Lowe	Capitol Office of Rep. Steve Chabot (OH01 R)	(202) 225-2216	jonathan.lowe@mail.house.gov
Ms.	Molly	Lowe	Capitol Office of Rep. Mark Amodei (NV02 R)	(202) 225-6155	molly.lowe@mail.house.gov
Mr.	Jeff	Lowenstein	House Permanent Select Committee on Intelligence	(202) 225-7690	jeff.lowenstein@mail.house.gov
Mr.	Michael	Lowry	Capitol Office of Rep. Neal Dunn (FL02 R)	(202) 225-5235	michael.lowry@mail.house.gov
Mr.	David	Lucas	Capitol Office of Rep. Mike Doyle Jr. (PA18 D)	(202) 225-2135	david.lucas@mail.house.gov
Mr.	Jason	Lumia	Capitol Office of Rep. Jim Cooper (TN05 D)	(202) 225-4311	jason.lumia@mail.house.gov
Ms.	Kelly	McCollum	Capitol Office of Rep. Morgan Griffith (VA09 R)	(202) 225-3861	kelly.lungren@mail.house.gov
Mr.	Don	MacDonald	Capitol Office of Rep. Brad Sherman (CA30 D)	(202) 225-5911	don.macdonald@mail.house.gov
Mr.	Adam	Magary	Capitol Office of Rep. Michael Cloud (TX27 R)	(202) 225-7742	adam.magary@mail.house.gov
Mr.	Christopher	Maneval	Capitol Office of Rep. Tom Emmer Jr. (MN06 R)	(202) 225-2331	christopher.maneval@mail.house.gov
Mr.	Bret	Manley	Capitol Office of Rep. Rodney Davis (IL13 R)	(202) 225-2371	bret.manley@mail.house.gov
Mr.	Jeremy	Marcus	Capitol Office of Rep. Doris Matsui (CA06 D)	(202) 225-7163	jeremy.marcus@mail.house.gov
Ms.	Betsy	Marr	Capitol Office of Rep. Mark DeSaulnier (CA11 D)	(202) 225-2095	betsy.marr@mail.house.gov
Ms.	Grisella	Martinez	Capitol Office of Rep. Ruben Gallego (AZ07 D)	(202) 225-4065	grisella.martinez@mail.house.gov
Mr.	Jonathan	Martinez	Capitol Office of Rep. Nydia M. Velazquez (NY07 D)	(202) 225-2361	jonathan.martinez@mail.house.gov

Mr.	Gene	Martorony	Capitol Office of Rep. Albio Sires (NJ08 D)	(202) 225-7919	gene.martorony@mail.house.gov
Ms.	Macey	Matthews	Capitol Office of Rep. Jason Crow (CO06 D)	(202) 225-7882	macey.matthews@mail.house.gov
Ms.	Veleter	Mazyck	Capitol Office for Ohio District 11 (OH11)	(202) 225-7032	veleter.mazyck@mail.house.gov
Ms.	Anna	McCormack	Capitol Office of Rep. David Rouzer (NC07 R)	(202) 225-2731	anna.mccormack@mail.house.gov
Mr.	Ryan	McCormack	Capitol Office of Rep. Scott Fitzgerald (WI05 R)	(202) 225-5101	ryan.mccormack@mail.house.gov
Mr.	Matt	McCullough	Capitol Office of Rep. Mike Bost (IL12 R)	(202) 225-5661	matt.mccullough@mail.house.gov
Ms.	Terri	McCullough	Speaker of the House	(202) 225-4965	terri.mccullough@mail.house.gov
Mr.	Mark	McDevitt	Capitol Office of Rep. Lori Trahan (MA03 D)	(202) 225-3411	mark.mcdevitt@mail.house.gov
Mr.	Neil	McKiernan	Capitol Office of Rep. Joe Courtney (CT02 D)	(202) 225-2076	neil.mckiernan@mail.house.gov
Mr.	Moutray	McLaren	Capitol Office of Rep. William Timmons IV (SC04 R)	(202) 225-6030	moutray.mclaren@mail.house.gov
Mr.	Matthew	McMurray	Capitol Office of Rep. Anna G. Eshoo (CA18 D)	(202) 225-8104	matthew.mcmurray@mail.house.gov
Mr.	Matthew	McNally	Capitol Office of Rep. Sean Patrick Maloney (NY18 D)	(202) 225-5441	matthew.mcnally@mail.house.gov
Mr.	Connor	McNutt	Capitol Office of Rep. Ilhan Omar (MN05 D)	(202) 225-4755	connor.mcnutt@mail.house.gov
Mr.	Richard	McPike	Capitol Office of Rep. Mark Takano (CA41 D)	(202) 225-2305	richard.mcpike@mail.house.gov
Ms.	Mara	Mellstrom	Capitol Office of Rep. Nancy Mace (SC01 R)	(202) 225-3176	mara.mellstrom@mail.house.gov
Mr.	Justin	Melvin	Capitol Office of Rep. David Kustoff (TN08 R)	(202) 225-4714	justin.melvin@mail.house.gov
Mr.	Tyler	Menzler	Capitol Office of Rep. Dan Meuser (PA09 R)	(202) 225-6511	tyler.menzler@mail.house.gov
Mr.	Matthew	Meyer	Capitol Office of Rep. Jason Smith (MO08 R)	(202) 225-4404	matt.meyer@mail.house.gov
Mr.	Danny	Meza	Capitol Office of Rep. Joaquin Castro (TX20 D)	(202) 225-3236	danny.meza@mail.house.gov
Mr.	Carson	Middleton	Capitol Office of Rep. Virginia Foxx (NC05 R)	(202) 225-2071	carson.middleton@mail.house.gov
Mr.	Jonas	Miller	Round Rock District Office of Rep. John Carter	(512) 246-1600	jonas.miller@mail.house.gov
Mr.	Matt	Miller	Capitol Office of Rep. Ben Cline (VA06 R)	(202) 225-5431	matt.miller@mail.house.gov
Mr.	James	Min	Capitol Office of Rep. Kevin McCarthy (CA23 R)	(202) 225-2915	james.min@mail.house.gov
Mr.	Patrick	Mocete	Capitol Office of Rep. Young Kim (CA39 R)	(202) 225-4111	patrick.mocete@mail.house.gov
Mr.	Ken	Monahan	Capitol Office of Rep. Peter Meijer (MI03 R)	(202) 225-3831	ken.monahan@mail.house.gov
Mr.	Tom	Moran	Capitol Office of Rep. Maria Salazar (FL27 R)	(202) 225-3931	tom.moran@mail.house.gov
Mr.	Jeff	Morgan	Capitol Office of Rep. Paul D. Tonko (NY20 D)	(202) 225-5076	jeff.morgan@mail.house.gov
Ms.	T'Nelta	Mori	Capitol Office of Rep. Michael F.Q. San Nicolas (GU01 D)	(202) 225-1188	t'nelta.mori@mail.house.gov

Ms.	Lyle	Morrison	Capitol Office for Florida District 20 (FL20)	(202) 225-1313	lale.morrison@mail.house.gov
Mr.	Michael	Malucchetti	Capitol Office of Rep. Lloyd Doggett II (TX35 D)	(202) 225-4865	michael.malucchetti@mail.house.gov
Ms.	Lauren	Muglia	Capitol Office of Rep. Scott Perry (PA10 R)	(202) 225-5836	lauren.muglia@mail.house.gov
Ms.	Allison	Murphy	House Select Investigative Subcommittee on the Coronavirus Crisis	(202) 225-4400	allison.murphy@mail.house.gov
Ms.	Allison	Murphy	Capitol Office of Rep. Jefferson Van Drew (NJ02 R)	(202) 225-6572	allison.murphy1@mail.house.gov
Mr.	Dave	Natonski	Capitol Office of Rep. Gregory F. Murphy (NC03 R)	(202) 225-3415	dave.natonski@mail.house.gov
Mr.	Timothy	Nelson	Capitol Office of Rep. Ed Case (HI01 D)	(202) 225-2726	tim.nelson@mail.house.gov
Mr.	Van	Neralla	Capitol Office of Rep. Andy Levin (MI09 D)	(202) 225-4961	van.neralla@mail.house.gov
Ms.	Julie	Nickson	Capitol Office of Rep. Barbara Lee (CA13 D)	(202) 225-2661	julie.nickson@mail.house.gov
Mr.	Andrew	Noh	Capitol Office of Rep. Marilyn Strickland (WA10 D)	(202) 225-9740	noh@mail.house.gov
Ms.	Mary	Neenan	Capitol Office of Rep. Chris Smith (NJ04 R)	(202) 225-3765	mary.mcneenan@mail.house.gov
Mr.	Corey	Norman	Capitol Office of Rep. John Curtis (UT03 R)	(202) 225-7751	cnorman@mail.house.gov
Mr.	Jim	Nottet	Capitol Office of Rep. Steny Hoyer (MD05 D)	(202) 225-4131	jim.nottet@mail.house.gov
Ms.	Abigail	O'Brien	Capitol Office of Rep. Ann Kirkpatrick (AZ02 D)	(202) 225-2542	abigail.obrien@mail.house.gov
Ms.	Abigail	O'Brien	Capitol Office of Rep. Ann Kirkpatrick		abby.obrien@mail.house.gov
Ms.	Erin	O'Quinn	Capitol Office of Rep. Kim Schrier (WA08 D)	(202) 225-7761	erin.oquinn@mail.house.gov
Mr.	Casey	O'Shea	Capitol Office of Rep. Brad Schneider (IL10 D)	(202) 225-4835	casey.oshea@mail.house.gov
Mr.	Jed	Ober	Capitol Office of Rep. Susan Wild (PA07 D)	(202) 225-6411	jed.ober@mail.house.gov
Mr.	Richard	Obermann	House Committee on Science, Space, and Technology	(202) 225-6375	richard.obermann@mail.house.gov
Mr.	Chad	Obermiller	Capitol Office of Rep. Ami Bera (CA07 D)	(202) 225-5716	chad.obermiller@mail.house.gov
Mr.	Jake	Olson	Capitol Office of Rep. Beth Van Duyne (TX24 R)	(202) 225-6605	jake.olson@mail.house.gov
Mr.	Alex	Ortiz	Capitol Office of Rep. Don Young (AK01 R)	(202) 225-5765	alex.ortiz@mail.house.gov
Ms.	Tara	Oursler	Capitol Office of Rep. Dutch Ruppersberger III (MD02 D)	(202) 225-3061	tara.oursler@mail.house.gov
Mr.	Nishith	Pandya	Capitol Office of Rep. Bobby L. Rush (IL01 D)	(202) 225-4372	nishith.pandya@mail.house.gov

Mr.	Kyle	Parker	Capitol Office of Rep. G.K. Butterfield Jr. (NC01 D)	(202) 225-3101	kyle.l.parker@mail.house.gov
Mr.	Patrick	Parsons	Capitol Office of Rep. Marjorie Taylor Greene (GA14 R)	(202) 225-5211	patrick.parsons@mail.house.gov
Mr.	Jimmy	Peacock	Capitol Office of Rep. Ashley Hinson (IA01 R)	(202) 225-2911	jimmy.peacock@mail.house.gov
Ms.	Nancy	Peele	Capitol Office of Rep. Sam Graves Jr. (MO06 R)	(202) 225-7041	nancy.peele@mail.house.gov
Ms.	Mehgan	Perez-Acosta	Capitol Office of Rep. Lance Gooden (TX05 R)	(202) 225-3484	mehgan.perez-acosta@mail.house.gov
Ms.	Amy	Pfeiffer	Capitol Office of Rep. Andy Kim (NJ03 D)	(202) 225-4765	amy.pfeiffer@mail.house.gov
Mr.	Steve	Pfrang	Capitol Office of Rep. Darin LaHood (IL18 R)	(202) 225-6201	steve.pfrang@mail.house.gov
Mr.	Mark	Piland	Capitol Office of Rep. Ralph Norman Jr. (SC05 R)	(202) 225-5501	mark.piland@mail.house.gov
Ms.	Jillian	Plank	Capitol Office of Rep. Devin Nunes (CA22 R)	(202) 225-2523	jillian.plank@mail.house.gov
Ms.	Lilah	Pomerance	Capitol Office of Rep. Pramila Jayapal (WA07 D)	(202) 225-3106	lilah.pomerance@mail.house.gov
Ms.	Tracie	Pough	Capitol Office of Rep. Debbie Wasserman Schultz (FL23 D)	(202) 225-7931	tracie.pough@mail.house.gov
Mr.	Jared	Powell	Capitol Office of Rep. Cathy McMorris Rodgers (WA05 R)	(202) 225-2006	jared.powell@mail.house.gov
Mrs.	Danielle	Radovich Piper	Lakewood District Office of Rep. Ed Perlmutter	(303) 274-7944	danielle.radovich@mail.house.gov
Mr.	Chad	Ramey	Capitol Office of Rep. Blaine Luetkemeyer (MO03 R)	(202) 225-2956	chad.ramey@mail.house.gov
Ms.	Niha	Razi	Capitol Office of Rep. Al Green (TX09 D)	(202) 225-7508	niha.razi@mail.house.gov
Mr.	Michael	Reed	Capitol Office of Rep. Sanford D. Bishop Jr. (GA02 D)	(202) 225-3631	michael.reed@mail.house.gov
Mr.	Michael	Reed	Speaker of the House	(202) 225-4965	reed@mail.house.gov
Ms.	Raven	Reeder	Capitol Office of Del. Eleanor Holmes Norton (DC01 D)	(202) 225-8050	raven.reeder@mail.house.gov
Ms.	Colston	Reid	Capitol Office of Rep. Tom Malinowski (NJ07 D)	(202) 225-5361	colston.reid@mail.house.gov
Mr.	Tim	Reitz	Capitol Office of Rep. Jody Hice (GA10 R)	(202) 225-4101	tim.reitz@mail.house.gov
Mr.	Andrew	Reiteria	Capitol Office of Rep. David Valadao (CA21 R)	(202) 225-4695	andrew.reiteria@mail.house.gov
Mr.	Trevor	Reuschel	Capitol Office of Rep. Cheri Bustos (IL17 D)	(202) 225-5905	trevor.reuschel@mail.house.gov

Ms	Melanie	Tassell	Capitol Office of Rep. Mike Thompson (CA05 D)	(202) 225-3311	melanie.rhinehart@mail.house.gov
Mr	Benjamin	Rich	Capitol Office of Rep. Bill Pascrell Jr. (NJ09 D)	(202) 225-5751	ben.rich@mail.house.gov
Mr	Hunter	Ridgway	Capitol Office of Rep. Matt Cartwright (PA08 D)	(202) 225-5546	hridgway.cartwright@mail.house.gov
Mr	Mitchell	Rivard	Capitol Office of Rep. Dan Kildee (MI05 D)	(202) 225-3611	mitchell.rivard@mail.house.gov
Mr	Joe	Rizzo	Capitol Office of Rep. Tom Reed II (NY23 R)	(202) 225-3161	joe.rizzo@mail.house.gov
Mr	Kyle	Robertson	Capitol Office of Rep. Greg Pence (IN06 R)	(202) 225-3021	kyle.robertson@mail.house.gov
Ms	Estefania	Rodriguez	Capitol Office of Rep. Carolyn Bourdeaux (GA07 D)	(202) 225-4272	estefania.rodriguez@mail.house.gov
Ms	Jean	Roehrenbeck	Capitol Office of Rep. Mikie Sherrill (NJ11 D)	(202) 225-5034	jean.roehrenbeck@mail.house.gov
Mr	Jason	Rogers	Capitol Office of Rep. Chip Roy (TX21 R)	(202) 225-4236	jason.rogers@mail.house.gov
Mr	Joshua	Rogin	Capitol Office of Rep. Ted Deutch (FL22 D)	(202) 225-3001	joshua.rogin@mail.house.gov
Mr	Cole	Rojewski	Capitol Office of Rep. Kay Granger (TX12 R)	(202) 225-5071	cole.rojewski@mail.house.gov
Mr	Mark	Roman	House Committee on Budget	(202) 226-7270	mark.roman@mail.house.gov
Ms	Anna	Romeo	Capitol Office of Rep. Dave Joyce (OH14 R)	(202) 225-5731	anna.alburger@mail.house.gov
Ms	Tumia	Romero	Capitol Office of Rep. Danny K. Davis (IL07 D)	(202) 225-5006	tumia.romero@mail.house.gov
Ms	Mary	Rosado	Capitol Office of Rep. Andy Barr IV (KY06 R)	(202) 225-4706	mary.rosado@mail.house.gov
Mr	Jean	Roseme	Capitol Office of Rep. Frederica S. Wilson (FL24 D)	(202) 225-4506	jean.roseme@mail.house.gov
Ms	Tara	Rountree	Capitol Office of Rep. A. Donald McEachin (VA04 D)	(202) 225-6365	tara.rountree@mail.house.gov
Ms	Kim	Rudolph	Capitol Office of Rep. Andre Carson (IN07 D)	(202) 225-4011	kim.rudolph@mail.house.gov
Mr	Zachary	Rutherford	Capitol Office of Rep. Diana Harshbarger (TN01 R)	(202) 225-6356	zac.rutherford@mail.house.gov
Ms	Amy	Rutkin	New York District Office of Rep. Jerry Nadler	(212) 367-7350	amy.rutkin@mail.house.gov
Mr	Kevin	Ryan	Capitol Office of Rep. Stephen Lynch (MA08 D)	(202) 225-8273	kevin.ryan@mail.house.gov
Ms	Lindsay	Ryan	Capitol Office of Rep. John Moolenaar (MI04 R)	(202) 225-3561	lindsay.ryan@mail.house.gov
Mr	Geo	Saba	Capitol Office of Rep. Ro Khanna (CA17 D)	(202) 225-2631	geo.saba@mail.house.gov
Ms	Terra	Sabag	Capitol Office of Rep. Rick Larsen (WA02 D)	(202) 225-2605	terra.sabag@mail.house.gov
Ms	Jacqueline	Sanchez	Capitol Office of Rep. Lisa Blunt Rochester (DE01 D)	(202) 225-4165	jacqueline.sanchez@mail.house.gov
Ms	Laurie	Saroff	Capitol Office of Rep. Lou Correa (CA46 D)	(202) 225-2965	laurie.saroff@mail.house.gov

House Committee on Transportation and Infrastructure				
Mr. Paul	Sass	Capitol Office of Rep. Peter Welch (VT01 D)	(202) 225-9446	paul.sass@mail.house.gov
Mr. Patrick	Satalin	Capitol Office of Rep. Garret Graves (LA06 R)	(202) 225-4115	patrick.satalin@mail.house.gov
Mr. Paul	Sawyer	Capitol Office of Rep. Katherine Clark (MA05 D)	(202) 225-3901	paul.sawyer@mail.house.gov
Ms. Brooke	Scannell	Capitol Office of Rep. Teresa Leger Fernandez (NM03 D)	(202) 225-2836	brooke.scannell@mail.house.gov
Mr. Nathan	Schelble	Capitol Office of Rep. Suzan DelBene (WA01 D)	(202) 225-6190	nathan.schelble@mail.house.gov
Mr. Aaron	Schmidt	Capitol Office of Rep. Troy Nehls (TX22 R)	(202) 225-6311	aaron.schmidt@mail.house.gov
Mr. Robert	Schroeder	Capitol Office of Del. Gregorio Kilili Camacho Sablan (MP01 D)	(202) 225-5951	robert.schroeder@mail.house.gov
Mr. Robert	Schwalbach	Capitol Office of Rep. Greg Stanton (AZ09 D)	(202) 225-2646	bob.schwalbach@mail.house.gov
Mr. Seth	Scott	Capitol Office of Rep. Trey Hollingsworth III (IN09 R)	(202) 225-9888	seth.scott@mail.house.gov
Ms. Rebecca	Shaw	Capitol Office of Rep. Grace F. Napolitano (CA32 D)	(202) 225-5315	rebecca.shaw@mail.house.gov
Mr. Joe	Sheehy	Capitol Office of Rep. Rick Crawford (AR01 R)	(202) 225-5256	joe.sheehy@mail.house.gov
Mr. Jonah	Shumate	Capitol Office of Rep. Thomas Suozzi (NY03 D)	(202) 225-4076	jonah.shumate@mail.house.gov
Ms. Diane	Shust	Capitol Office of Rep. Andy Harris (MD01 R)	(202) 225-3335	diane.shust@mail.house.gov
Mr. Bryan	Shuy	Capitol Office of Rep. Mark Green (TN07 R)	(202) 225-5311	bryan.shuy@mail.house.gov
Mr. Stephen	Siao	Capitol Office of Rep. Elaine Luria (VA02 D)	(202) 225-2811	stephen.siao@mail.house.gov
Ms. Shira	Siegel	Capitol Office of Rep. Jim Hagedorn (MN01 R)	(202) 225-4215	shira.siegel@mail.house.gov
Mr. Kris	Skrzycki	Capitol Office of Rep. Frank Lucas (OK03 R)	(202) 225-2472	kris.skrzycki@mail.house.gov
Ms. Alison	Slagell	Capitol Office of Rep. Mike Simpson (ID02 R)	(202) 225-5565	alison.slagell@mail.house.gov
Mr. Lindsay	Slater	Capitol Office of Rep. Bruce Westerman (AR04 R)	(202) 225-5531	lindsay.slater@mail.house.gov
Ms. Sarah	Stocum Collins	Former US Congressional Staffers	(202) 225-3772	sarah.collins@mail.house.gov
Mr. Jeff	Small	Portland District Office of Rep. Earl Blumenauer	(202) 225-4761	jeff.small@mail.house.gov
Ms. Amy	Smith	Capitol Office of Rep. Gerry Connolly (VA11 D)	(202) 225-1492	amy.smith@mail.house.gov
Mr. Willie	Smith			willie.smith@mail.house.gov
Mr. Jamie	Smith			jamie.smith@mail.house.gov

Mr.	William	Smith	Capitol Office of Rep. Gary Palmer (AL06 R)	(202) 225-4921	william.smith@mail.house.gov
Mr.	Mike	Smullen	Capitol Office of Rep. Bill Johnson (OH06 R)	(202) 225-5705	mike.smullen@mail.house.gov
Mr.	Mark	Snyder	Capitol Office of Rep. Jim Himes (CT04 D)	(202) 225-5541	mark.snyder@mail.house.gov
Ms.	Shannan	Sorrell	Capitol Office of Rep. Pat Fallon (TX04 R)	(202) 225-6673	shannan.sorrell@mail.house.gov
Ms.	Abbie	Sorrendino	Capitol Office of Rep. Joseph Morelle (NY25 D)	(202) 225-3615	abbie.sorrendino@mail.house.gov
Mr.	David	Sours	Capitol Office of Rep. Drew Ferguson IV (GA03 R)	(202) 225-5901	david.sours@mail.house.gov
Mr.	Mark	Spannagel	Capitol Office of Rep. Doug LaMalfa (CA01 R)	(202) 225-3076	mark.spannagel@mail.house.gov
Mr.	Scott	Stephanou	Capitol Office of Rep. John Larson (CT01 D)	(202) 225-2265	scott.stephanou@mail.house.gov
Mr.	Nick	Stewart	Capitol Office of Rep. Claudia Tenney (NY22 R)	(202) 225-3665	nick.stewart@mail.house.gov
Mr.	Nick	Strader	Capitol Office of Rep. Cliff Bentz (OR02 R)	(202) 225-6730	nick.strader@mail.house.gov
Ms.	Kelle	Strickland	House Committee on Ethics	(202) 225-7103	kelle.strickland@mail.house.gov
Mrs.	Jennifer	Taft	Capitol Office of Rep. Emanuel Cleaver II (MO05 D)	(202) 225-4535	jennifer.taft@mail.house.gov
Ms.	Julie	Tagen	Capitol Office of Rep. Jamie Raskin (MD08 D)	(202) 225-5341	julie.tagen@mail.house.gov
Ms.	Deena	Tauster	Capitol Office of Rep. Andrew Garbarino (NY02 R)	(202) 225-7896	deena.tauster@mail.house.gov
Mr.	Elijah	Tavai	Fagatogo District Office of Del. Amata Coleman Radewagen	(684) 633-3601	elijah.tavai@mail.house.gov
Ms.	Shana	Teehan	Capitol Office of Rep. Barry Moore (AL02 R)	(202) 225-2901	shana.teehan@mail.house.gov
Ms.	Allison	Teixeira Sulier	Capitol Office of Rep. Sharice Davids (KS03 D)	(202) 225-2865	allison.teixeira@mail.house.gov
Mr.	Alan	Tennille	Capitol Office of Rep. Mike Garcia (CA25 R)	(202) 225-1956	alan.tennille@mail.house.gov
Mr.	Syd	Terry	Capitol Office of Rep. Jan Schakowsky (IL09 D)	(202) 225-2111	syd.terry@mail.house.gov
Ms.	Tejasi	Thatte	Capitol Office of Rep. Tony Cardenas (CA29 D)	(202) 225-6131	tejasi.thatte@mail.house.gov
Mr.	Jett	Thompson	Capitol Office of Rep. Stephanie Bice (OK05 R)	(202) 225-2132	jett.thompson@mail.house.gov
Ms.	Laura	Thrift	Capitol Office of Rep. Earl Blumenauer (OR03 D)	(202) 225-4811	laura.thrift@mail.house.gov
Mr.	Jeremy	Titte	Capitol Office of Rep. Salud Carbajal (CA24 D)	(202) 225-8601	jeremy.titte@mail.house.gov
Mr.	William	Tranghese	Capitol Office of Rep. Richard Neal (MA01 D)	(202) 225-5603	william.tranghese@mail.house.gov
Mr.	Chris	Tudor	Capitol Office of Rep. Tom McClintock (CA04 R)	(202) 225-2511	chris.tudor@mail.house.gov
Mr.	Todd	Valentine	Capitol Office of Rep. Joyce Beatty (OH03 D)	(202) 225-4324	todd.valentine@mail.house.gov

Mr.	Thomas	Van Flein	Capitol Office of Rep. Paul Gosar (AZ04 R)	(202) 225-2115	tom.vanflein@mail.house.gov
Ms.	Kara	van Stralen	Capitol Office of Rep. Mike Levin (CA49 D)	(202) 225-3906	kara.vanstralen@mail.house.gov
Ms.	Nicole	Varner	Capitol Office of Rep. Marc Veasey (TX33 D)	(202) 225-9897	nicole.varner@mail.house.gov
Mr.	Richard	Vaughn	Capitol Office of Rep. Scott Desjarlais (TN04 R)	(202) 225-6821	richard.vaughn@mail.house.gov
Mr.	Angel	Vazquez	Capitol Office of Rep. Ritchie Torres (NY15 D)	(202) 225-4361	angel.vazquez@mail.house.gov
Mr.	Garrett	Ventry	Capitol Office of Rep. Ken Buck (CO04 R)	(202) 225-6676	garrett.ventry@mail.house.gov
Mr.	Matthew	Verghese	Capitol Office of Rep. Anthony Brown (MD04 D)	(202) 225-8699	matthew.verghese@mail.house.gov
Mr.	Ted	Verrilli	Capitol Office of Rep. Julia Letlow (LA05 R)	(202) 225-8490	ted.verrilli@mail.house.gov
Ms.	Rachel	Vervelde	Capitol Office of Rep. Glenn Grothman (WI06 R)	(202) 225-2476	rachel.vervelde@mail.house.gov
Ms.	Rachel	Wagley	Capitol Office of Rep. Blake Moore (UT01 R)	(202) 225-0453	rachel.wagley@mail.house.gov
Ms.	Christine	Wagner	Capitol Office of Rep. Kaiali'i Kahele (HI02 D)	(202) 225-4906	christine.wagner@mail.house.gov
Mr.	Beau	Walker	Rogers District Office of Rep. Steve Womack	(479) 464-0446	beau.walker@mail.house.gov
Ms.	Rebecca	Walldorff	Capitol Office of Rep. Lucy McBath (GA06 D)	(202) 225-4501	rebecca.walldorff@mail.house.gov
Ms.	Nora	Walsh-DeVries	Capitol Office of Rep. Katie Porter (CA45 D)	(202) 225-5611	nora.walsh-devries@mail.house.gov
Ms.	Samantha	Warren	Capitol Office of Rep. Bill Foster (IL11 D)	(202) 225-3515	samantha.warren@mail.house.gov
Mr.	Yelberton	Watkins	Capitol Office of Rep. James E. Clyburn (SC06 D)	(202) 225-3315	yebbie.watkins@mail.house.gov
Ms.	Jennifer	Watson	Capitol Office of Rep. Tom Rice Jr. (SC07 R)	(202) 225-9895	jennifer.watson@mail.house.gov
Mr.	Glenn	Wavrunek	Capitol Office of Rep. Mark Pocan (WI02 D)	(202) 225-2906	glenn.wavrunek@mail.house.gov
Mr.	Austin	Weatherford	Capitol Office of Rep. Adam Kinzinger (IL16 R)	(202) 225-3635	austin.weatherford@mail.house.gov
Mr.	Justin	Wein	Capitol Office of Rep. David E. Price (NC04 D)	(202) 225-1784	justin.wein@mail.house.gov
Mr.	Clay	White	Capitol Office of Rep. Chris Stewart (UT02 R)	(202) 225-9730	clay.white@mail.house.gov
Ms.	Jeanette	Whitener	Capitol Office of Rep. Randy Weber (TX14 R)	(202) 225-2831	jeanette.whitener@mail.house.gov
Ms.	Veronica	Wong	Capitol Office of Rep. Darrell Issa (CA50 R)	(202) 225-5672	veronica.wong@mail.house.gov
Mr.	Jordan	Wood	Capitol Office of Rep. Katie Porter (CA45 D)	(202) 225-5611	jaw@mail.house.gov
Ms.	Aisha	Woodward	Capitol Office of Rep. Jared Golden (ME02 D)	(202) 225-6306	aisha.woodward@mail.house.gov
COL	Leafaina	Yahn	Capitol Office of Del. Amata Coleman Radewagen (AS01 R)	(202) 225-8577	leafaina.yahn@mail.house.gov
Mr.	Marshall	Yates	Capitol Office of Rep. Mo Brooks (AL05 R)	(202) 225-4801	marshall.yates@mail.house.gov