



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](mailto: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: Sydney Harvey
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None
- b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: December 17, 2021 Return: December 19, 2021
- b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
4. Departure City: Washington, DC Destination: Montpelier Station, Virginia Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: The Aspen Institute,
6. Describe Meetings and Events Attended: Socrates program  
3 seminar sessions.
7. Attached to this form are each of the following, signify that each item is attached by checking the corresponding box:
  1. Evolution of congress
  2. congress & it's challenges
  3. Moving forward: future of congress
  - a.  a completed Sponsor Post-Travel Disclosure Form;
  - b.  the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and the Additional Sponsor Form(s);
  - c.  page 2 of the completed Traveler Form submitted by the employee; and
  - d.  the letter from the Committee on Ethics approving my participation on this trip.
8. a.  I represent that I participated in each of the activities reflected in the attached sponsor's agenda. Signify statement is true by checking the box.
- b. If not, explain:

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

Signature of Traveler: \_\_\_\_\_

Date: 1/11/22

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

Name of Supervising Member: \_\_\_\_\_

Date: 01-11-22

Signature of Supervising Member: \_\_\_\_\_



U.S. House of Representatives

# COMMITTEE ON ETHICS

## 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 Aspen Institute (Socrates Program)
2. Travel Destination(s): James Madison's Montpelier, Montpelier Station, Virginia
3. Date of Departure: December 17, 2021 Date of Return: December 19, 2021
4. Name(s) of Traveler(s): Reid Fauble; Ashleigh R. Wilson; Sydney Harvey

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	\$90.00	\$192.00	\$149.81	\$240.00
Accompanying Family Member	NA	NA	NA	NA

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:  Date: 01/06/2022

Name: Elliot Gerson Title: EVP, Policy & Public Programs

Organization: The Aspen Institute

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

Address: 2300 N Street, NW Suite 700 WDC 20037

Email: lisa.jones@aspeninstitute.org (Lisa Jones, Deputy General counsel) Phone: (202) 736-5859

*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.



U.S. House of Representatives

# COMMITTEE ON ETHICS

## 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](mailto: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: sydney Harvey

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: [Handwritten Signature]

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): TOM SUOZZI (NY-03)

Office Address: 407 Cannon House office Building Washington, DC 20515

Telephone Number: 202-680-0062

Email Address of Contact Person: sydney.harvey@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](mailto:travel.requests@mail.house.gov).



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: sydney Harvey
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
Aspen Institute Inc. Socrates program, William & Flora Hewlett Foundation
3. City and State OR Foreign Country of Travel: Montpelier station, VT
4. a. Date of Departure: December 17th 2021 Date of Return: December 19th 2021  
b. Yes  No  Will you be extending the trip at your personal expense?  
If yes, list dates at personal expense: \_\_\_\_\_
5. a. Yes  No  Will you be accompanied by a family member at the sponsor's expense? If yes:  
(1) Name of Accompanying Family Member: \_\_\_\_\_  
(2) Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_  
(3) Yes  No  Accompanying Family Member is at least 18 years of age:
6. a. Yes  No  Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?  
b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:
7. Yes  No  *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.  
  
*NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.*
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.  
Executive Assistant / Legislative aid. I was newly promoted to legislative aid - My office thinks the Aspen Institute program would help me grow in responsible governance, and working to learn more about the operation and history of congress
9. Yes  No  Is the traveler aware of any registered federal lobbyists or foreign agents involved in 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 Thomas R. Szurzycki Date 11/17/21



U.S. House of Representatives  
**COMMITTEE ON ETHICS**

**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](http://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:  
**Aspen Institute Inc (Socrates Program)**
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:  
**Democracy Fund, William and Flora Hewlett Foundation**
4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):  
**See attached**
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: December 17, 2021 Date of return: December 19, 2021
7. a. City of departure: Washington, DC  
b. Destination(s): Montpelier Station, VA  
c. City of return: Washington, DC
8. **Check only one.** I represent that:
  - a.  The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: **OR**
  - b.  The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: **OR**
  - c.  The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. **Check only one of the following:**
  - a.  I checked 8(a) or (b) above; **OR**
  - b.  I checked 8(c) above but am not offering any lodging; **OR**
  - c.  I checked 8(c) above and am offering lodging and meals for one night; **OR**
  - d.  I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:



U.S. House of Representatives

# COMMITTEE ON ETHICS

10.  Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*
11. **Check only one of the following:**
- a.  I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box; OR*
- b.  *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For **each** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:

The Aspen Institute's Socrates Program (AISP) has an 8 year history of providing non-partisan, educational programs for Congressional Staff. The purpose of this trip is to convene to discuss leadership, responsible governance, and the role of Congress. AISP is solely responsible for organizing/conducting this seminar.

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: Chartered bus)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

14.  I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking the box.*
15. **Check only one.** I represent that either:
- a.  The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
- b.  The trip involves events that are arranged specifically *with regard* to congressional participation.
- If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided):  
**\$49.16**
- 2) Provide the reason for selecting the location of the event or trip:  
**Close to Washington DC which provides for ease of travel for participants and moderator(s)**

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: James Madison's Montpelier City: Montpelier Station Cost Per Night: \$96.00  
Reason(s) for Selecting: Proximity to DC - Conference space availability
- 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.*



U.S. House of Representatives

# COMMITTEE ON ETHICS

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

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$132.22	\$192.00	\$147.5
For each Accompanying Family Member	N/A	N/A	N/A

	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	\$170.00	Conference room meeting facilities
For each Accompanying Family Member	N/A	N/A

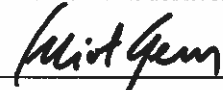
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

**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:  Date: 11/16/2021  
 Name: Elliot Gerson Title: EVP of Policy & Public Programs  
 Organization: Aspen Institute  
 Address: 2300 N St. NW #700 Washington, D.C. 20037  
 Email: lisa.jones@aspeninstitute.org Telephone: (202) 736-5859

### 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](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)



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: Aspen Institute
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:  Date: 10/18/2021

Name: Elizabeth Peters Title: General Counsel and Corporate Secretary

Organization: The William and Flora Hewlett Foundation

Address: 2121 Sand Hill Road, Menlo Park, CA 94025

Email: epeters@hewlett.org Telephone: (650) 234-4500



U.S. House of Representatives

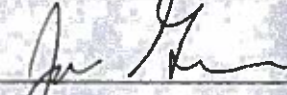
# COMMITTEE ON ETHICS

## 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: The Aspen Institute Socrates Program
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:  Date: 10/14/21  
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

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

December 14, 2021

Ms. Sydney Harvey  
Office of the Honorable Thomas Suozzi  
407 Cannon House Office Building  
Washington, DC 20515

Dear Ms. Harvey:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Montpelier Station, Virginia, scheduled for December 17 to 19, 2021, sponsored by Aspen Institute, 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.

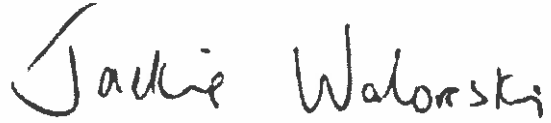
You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you 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,



Theodore E. Deutch  
Chairman



Jackie Walorski  
Ranking Member

TED/JW:tn



## Appendix to the Primary Trip Sponsor Form

### Question 4: Participant List

The following participants were selected because they are bipartisan, emerging leaders equipped to convene and engage in non-partisan dialogue on leadership and the role of Congress.

#### **Reid Fauble**

*Scheduler & Executive Assistant*

United States House of Representatives

#### **Jake Silverman**

*Staff Assistant / Legislative Correspondent*

Office of Rep. Nikema Williams

#### **Ashleigh R. Wilson**

*Legislative Director and Counsel*

United States House of Representatives – Majority Whip

Office of Rep. James E. Clyburn

#### **Sydney Harvey**

*Executive Assistant / Legislative Aid*

Office of Rep. Tom Suozzi

### **Question 12. Briefly describe the role of each sponsor in organizing and conducting the trip (response continued):**

The Aspen Institute Socrates Program received general, unrestricted funding from the Democracy Fund and The William and Flora Hewlett Foundation to support the Socrates Program. The funding was not earmarked for this trip. Democracy Fund and The William and Flora Hewlett Foundation did not play a role in organizing or planning the conference, including, but not limited to the content, agenda, moderators, attendees or other logistics.

# SOCRATES PROGRAM

 aspen institute

Dear Participant.,

I am pleased to let you know that you have been selected to participate in the Emerging Governance Leaders Seminar Series at James Madison's Montpelier located in Montpelier Station, Virginia from December 17-19, 2021.

The Socrates Program will provide shuttles departing from Capitol Hill to James Madison's on Friday, December 17<sup>th</sup> at 4:00 p.m. and returning on Sunday, December 19<sup>th</sup> at 1:00 p.m. Should you accept attendance, it is required that you participate through the duration of the seminar. Your lodging and meals will be paid for by the Aspen Institute Socrates Program. Under the ethics rules, no expenses are provided for entertainment or recreation. To reserve space on the shuttle, please complete the registration form.

This seminar is designed for the educational benefit of a bipartisan, bicameral group of Congressional staff focusing on the foundations of Congress and its role in the nation's governance. Our purpose is education, not advocacy. In order to participate, you will need to submit the requisite travel forms and secure approval from the Ethics Committee. Attached to this email, you will find the ethics packet which contains the (1) completed primary trip sponsor form and (2) the program agenda.

**Please submit all required documentation to the Ethics Committee by Wednesday, November 17, 2021:**

- 1) **Primary Trip Sponsor Form (2) Agenda and (3) invitation (all provided by the Aspen Institute) and (4) Traveler Form, (available on the Ethics website, <https://ethics.house.gov/forms/travel>) due by Wednesday, November 17, 2021. Travel forms must be submitted to the Ethics Committee no later than thirty days before travel commences or you will not be eligible to attend.**

## **COVID-19 Safety Policy**

**Please be sure to input your information into the ReturnSafe app as outline below by COB, December 10<sup>th</sup>. If your information is not inputted, you will be required to arrive on campus 1 hour before seminars for daily PCR testing. Please don't hesitate to reach out to Arielle Lyons with any questions or concerns.**

- **The Institute is using the ReturnSafe app to capture, track, and securely store vaccination data about its attendees. Please follow these steps to install and use the ReturnSafe app:**
  - **iPhone users:**
    - Install the app from the [Apple App Store](#).
  - **Android users:**
    - Install the app from the [Google Play Store](#).
  - **Web (Mobile or Desktop/Laptop):**
    - <https://desktop.returnsafe.com>

## **To use the app you will need the following information:**

**Workspace:** aspeninstitute

**Program Host or Group:** Socrates Program

**Event name:** 2021 Emerging Governance Leaders Seminar

**Event Start Date:** December 17, 2021

Here are a few additional items to facilitate your planning:

**Lodging** – participants will all be staying at the Constitutional Village at James Madison's Montpelier in Montpelier Station, Virginia. To secure your housing, please ensure you have completed the registration form. If you have any

questions regarding logistics and travel, please feel free to call Socrates Program Coordinator, Arielle Lyons at 970-618-4020

**Seminar materials** – the seminar readings (PDFs), schedule, and arrival details will be sent to you approximately 2-3 weeks before the seminar. Please note your preferred address for your seminar materials to be sent to on the registration form. Note: a summary of the seminar topic and moderator biography are attached.

If you have any questions regarding the readings, please feel free to call Socrates Program Coordinator, Catherine Campos at 954-649-2229.

Kind Regards,



**Cordell Carter, II** | The Aspen Institute  
Director, Socrates Program  
2300 N St. NW, Suite 700  
Washington, DC 20037  
(202)736-2922  
[cordell.carter@aspeninstitute.org](mailto:cordell.carter@aspeninstitute.org)

# **SOCRATES PROGRAM**

 **aspen institute**

## **Emerging Governance Leaders Seminar** *Leadership & the Role of Congress*

Seminar will be moderated by Collen Shogan, Ph.D.

### **Seminar Weekend Schedule**

December 17<sup>th</sup> – 19<sup>th</sup>

James Madison's Montpelier  
Montpelier Station, Virginia

*Seminar Location: Claude Moore Hall*

This weekend seminar will focus on three aspects: 1) developing skills that are applicable to the legislative body; 2) building informal networks that are key to career advancement and support; and 3) provide participants access to a range of Aspen Institute programming. This opportunity will provide staffers and those interested in government careers with experiences and tools to help them thrive in their current roles and better position themselves for longer, more impactful careers in the U.S. Congress.

### **Friday, December 17<sup>th</sup>**

- |                       |  |
|-----------------------|--|
| 5:00 p.m.             | Shuttle departure from Capitol Hill                              |
| 7:00 p.m.             | Shuttle arrives at James Madison's Montpelier                    |
| 7:30 p.m. – 8:15 p.m. | Seminar Check-In & Reception<br><i>Carriage Room</i>             |
| 8:00 p.m. – 9:30 p.m. | <b>Socrates Opening Dinner and Program</b><br><i>Dining Room</i> |

Conversation will consider the governance challenges of Congress, exploring what resources and knowledge inform Congress and how technology and changing norms of representation are affecting governance.

### **Saturday, December 18<sup>th</sup>**

- |                       |  |
|-----------------------|--|
| 7:45 a.m. – 9:00 a.m. | Breakfast<br><i>Lewis Hall – Dining Room</i> |
|-----------------------|--|

9:00 a.m. – 12:00 p.m.  
(Break 10:30 a.m. –  
10:45 a.m.)

**Seminar Session I: The Evolution of Congress: How Did We Get Here?**

*Claude Moore Hall*

Seminar discussions are based on the following texts and videos:

***Origins***

- Hamilton / Madison, The Federalist Papers “No. 57” and “No. 6”
- Nelson Polsby, How Congress Evolves, “Causes of Liberalization” and “Overview of the House” pp. 80-96 and 148-155
- Barbara Sinclair, Congress Reconsidered, “The New World of U.S. Senators” 11<sup>th</sup> edition, pp. 1-4

***What Does It Mean to Represent? Mr. Smith versus Charlie Wilson***

- “Mr. Smith Goes To Washington” [movie clip](#). 1939
- “Charlie Wilson’s War” [movie clip](#). 2007
- Note: Brief movie clips are shown specifically for discussion purposes around the subject matter of working in Washington and to guide discussion (not for entertainment purposes)

12:00 p.m. – 12:45 p.m.

**Working Lunch with Discussion of Seminar Session I**

*Lewis Hall – Dining Room*

Conversation will consider the evolution of Congress and what it means to represent.

12:45 p.m. -- 1:45 p.m.

**Historical Tour of James Madison’s Montpelier**

A memorial to James Madison and the Enslaved Community, a museum of American history, and a center for constitutional education that engages the public with the enduring legacy of Madison’s most powerful idea: government by the people.  
Led by TBD, TBD

2:00 p.m. – 5:00 p.m.  
(Break 3:30 p.m. -  
3:45 p.m.)

**Seminar Session II: Congress and Its Governance Challenges**

*Claude Moore Hall*

***Resources and Knowledge in Congress***

- Kevin Kosar and various authors. "Restoring Congress as the First Branch," R Street Policy Study #50. pp. 1-6
- Matthew Glassman, "Why Congress Doesn't Always Do The Right Thing," New York Times. February 7, 2018

#### *Technology and Changing Norms of Representation*

- Grace Gedye, "How Congress Got Dumb on Tech – and How it Can Get Smart," Washington Monthly

#### *Is Congress a Dysfunctional Place to Work?*

- Paul Hanges, Frances Lee, Kristina Miller, Jennifer Wessel, "Report on the Organizational Climate of Congress." University of Maryland, October 2019 pp. 9-20 and 46-56

#### *Reform Proposals*

- Laura Maristany and Maria Robles Meier, "Building and Maintaining a Diverse and Inclusive Congressional Office", *Representative Democracy*, pp. 13-28
- Molly Reynolds, "What is the Senate filibuster and what would it take to eliminate it?" *The Brookings Institution*, September 9, 2020
- Claire Abernathy, PhD., Kevin Esterling, PhD., and Marci Harris, JD., "Report from the Subcommittee on Technology and Innovation," Section: "Addressing the Internal Pacing Problem" (pp. 12-19), American Political Science Association Task Force on Congressional Reform
- "Modernize Congress" website
  - Explore solutions [here](#)
- Yuval Levin, "Building a More Civil and Collaborative Culture in Congress: Some Diagnostic and Prescriptive Reflections," American Enterprise Institute

6:00 p.m. – 7:00 p.m.

Reception  
*Carriage Room*

7:00 p.m. – 8:00 p.m.

*Lewis Hall- Dining Room*

**Dinner with Discussion of Seminar Session II**

8:00 p.m. – 9:00 p.m.

*Life & Lessons in Congress*

A conversation with **William Hoagland**, Bipartisan Policy Center Senior years of federal government service including 25 years served on the hill. The conversation will include generalized advice for succeeding in careers in public service as well as a Q & A with program participants.  
Moderated by **Cordell Carter**, Socrates Program Executive Director

**Sunday, December 19<sup>th</sup>**

8:00 a.m. – 9:00 a.m.

**Breakfast**  
*Lewis Hall – Dining Room*

9:00 a.m. – 12:00 p.m.  
(Break 10:30 a.m. – 10:45 a.m.)

**Seminar Session III: TBD Speakers**  
*Claude Moore Hall*  
TBD

12:00 p.m.

Check-Out

12:00 p.m. – 1:00 p.m.

**Working Lunch with Discussion of Seminar III**  
*Lewis Hall – Dining Room*  
Conversation will consider the Articles 1 and 2 of the Constitution, and how foundations of the U.S. government inform and influence the role of Congress today.

1:00 p.m.

**Shuttle departs for Capitol Hill**

3:00 p.m.

**Shuttle drops off participants**



The Honorable Ted Deutch, Chairman  
Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515

October 18, 2021

Re: The Aspen Institute 2021 Socrates Program Emerging Governance Leaders Seminar

Dear Chairman Deutch,

This letter is submitted in connection with The Aspen Institute 2021 Socrates Program Emerging Governance Leaders Seminar, to which House of Representatives staff have been invited. We understand that the Committee on Ethics, which is charged with reviewing and approving privately-funded, officially-connected travel by Members and staff of the House, may consider the Foundation to be a "source" of funds associated with The Aspen Institute's study trips that must be identified under House rules.

The William and Flora Hewlett Foundation (the "Foundation"), a non-profit foundation established in 1967, made a grant to The Aspen Institute to support the Socrates Program and its Emerging Governance Leaders Seminar series (Grant #2018-8044). Please note that the William and Flora Hewlett Foundation is aware of the study trips, the participants, and the agenda. However, there is no agreement, written or oral, between the Foundation and The Aspen Institute whereby the Foundation may direct the activities of the Socrates Program, including the conduct of the study trips, or cause the selection of any invited congressional participant. The Aspen Institute exercises control over that selection process and makes the selection completely independent from the Foundation.

Furthermore, please note that the Foundation is not a registrant under the Federal Lobbying Disclosure Act ("LDA"), does not retain or employ a registered federal lobbyist to lobby on its behalf, and has not received funds from any lobbyist or LDA registrant. Moreover, the Foundation has not accepted any source funds earmarked for The Aspen Institute or any congressional travel.

If we can provide any additional information, please contact me at 650-234-4500 or [epeters@hewlett.org](mailto:epeters@hewlett.org).

Sincerely,



Elizabeth Peters  
General Counsel and Corporate Secretary