



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: John R. Martin
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: June 1, 2022 Return: June 3, 2022
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington, DC Destination: Williamsburg, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended:
 Panel discussions and remarks on public policy and congressional procedures.
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: John Martin Digitally signed by John Martin Date: 2022.06.10 14:43:19 -04'00' Date: 06/10/2022

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: Virginia Foxx Date: 06/14/2022

Signature of Supervising Member: Virginia Foxx



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.

- Sponsor(s) who paid for the trip: Congressional Institute
- Travel Destination(s): Williamsburg, VA
- Date of Departure: June 1, 2022 Date of Return: June 3, 2022
- Name(s) of Traveler(s): see attached list

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

- 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	\$91	\$269	\$154	\$398 - Room Rental
Accompanying Family Member	n/a	n/a	n/a	n/a

- 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: June 9, 2022

Name: Mark Strand Title: President

Organization: Congressional Institute

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

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

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

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

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



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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.**

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: John Martin

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: John Martin

Digitally signed by John Martin
Date: 2022.04.18 09:46:55 -04'00'

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Committee on Education and Labor

Office Address: 2101 Rayburn House Office Building

Telephone Number: 202-226-3656

Email Address of Contact Person: john.martin@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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COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: John Martin

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

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

4. a. Date of Departure: June 1, 2022 Date of Return: June 3, 2022

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.

My job title is Director of Workforce Policy, Committee on Education and Labor. The activities on the itinerary are directly related to the legislative process and House procedures.

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 Virginia Foxe Date 4/18/22



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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:
Congressional Institute
2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box.
3. **Check only one.** I represent that:
 - a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: **OR**
 - b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: **OR**
 - c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.
If "c" is checked, list the names of the additional sponsors:
4. Provide names and titles of ALL House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):
See addendum & attached invitation list
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: June 1, 2022 Date of return: June 3, 2022
7. a. City of departure: Washington, DC
b. Destination(s): Williamsburg, VA
c. City of return: Washington, DC
8. **Check only one.** I represent that:
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: **OR**
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: **OR**
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
9. **Check only one of the following:**
 - a. I checked 8(a) or (b) above; **OR**
 - b. I checked 8(c) above but am not offering any lodging; **OR**
 - c. I checked 8(c) above and am offering lodging and meals for one night; **OR**
 - d. I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:



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COMMITTEE ON ETHICS

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

13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air Rail Bus Car Other (specify: _____)
- b. Class of travel: Coach Business First Charter Other (specify: _____)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking the box.*
15. **Check only one.** I represent that either:
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
- b. The trip involves events that are arranged specifically *with regard* to congressional participation.
If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided):
Day 1- \$51, Day 2 - \$88, Day 3 - \$21
- 2) Provide the reason for selecting the location of the event or trip:
Relative proximity to DC and capacity to handle a large event

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Kingsmill City: Williamsburg, VA Cost Per Night: \$118 +taxes
Reason(s) for Selecting: proximity to DC, availability, security & facility size
- Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____
- Hotel Name: _____ City: _____ Cost Per Night: _____
Reason(s) for Selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*



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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	\$106	\$269	\$160
For each Accompanying Family Member	\$106	n/a	\$160

	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	\$451	Room Rental
For each Accompanying Family Member	\$451	Room Rental

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: Mark Strand Date: April 12, 2022

Name: Mark Strand Title: President

Organization: Congressional Institute

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

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

INSTRUCTIONS

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

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

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

For questions, please contact the Committee on Ethics at:

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

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



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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) provides detailed instructions for filling out the form.

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

1. Sponsor who will be paying for the trip:

Congressional Institute

2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. Signify that the statement is true by checking box.

3. **Check only one.** I represent that:

a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: **OR**

b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: **OR**

c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

If "c" is checked, list the names of the additional sponsors:

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

See addendum & attached invitation list

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

6. Date of departure: June 1, 2022 Date of return: June 3, 2022

7. a. City of departure: Washington, DC

b. Destination(s): Williamsburg, VA

c. City of return: Washington, DC

8. **Check only one.** I represent that:

a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: **OR**

b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: **OR**

c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. **Check only one of the following:**

a. I checked 8(a) or (b) above; **OR**

b. I checked 8(c) above but am not offering any lodging; **OR**

c. I checked 8(c) above and am offering lodging and meals for one night; **OR**

d. I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted:



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COMMITTEE ON ETHICS

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

13. **Answer parts a and b. Answer part c if necessary:**

- a. Mode of travel: Air Rail Bus Car Other (specify: _____)
- b. Class of travel: Coach Business First Charter Other (specify: _____)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking the box.*

15. **Check only one.** I represent that either:

- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
- b. The trip involves events that are arranged specifically *with regard* to congressional participation.
If "b" is checked:

1) Detail the cost *per day* of meals (approximate cost may be provided):
Day 1 - \$51, Day 2 - \$88, Day 3 - \$21

2) Provide the reason for selecting the location of the event or trip:
Relative proximity to DC and capacity to handle a large event

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: Kingsmill City: Williamsburg, VA Cost Per Night: \$118 +taxes

Reason(s) for Selecting: proximity to DC, availability, security & facility size

Hotel Name: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

Hotel Name: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*



18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$106	\$269	\$160
For each Accompanying Family Member	\$106	n/a	\$160

	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	\$451	Room Rental
For each Accompanying Family Member	\$451	Room Rental

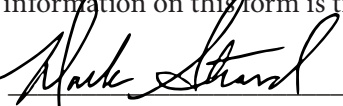
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

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: April 12, 2022

Name: Mark Strand Title: President

Organization: Congressional Institute

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

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

INSTRUCTIONS

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

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

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

For questions, please contact the Committee on Ethics at:

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

May 25, 2022

Mr. John Martin
Committee on Education and Labor
2101 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Martin:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Williamsburg, Virginia, scheduled for June 1 to 3, 2022, sponsored by Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$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:mc

PRIMARY TRIP SPONSOR FORM ADDENDUM

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

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

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

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

Question 18: Total expenses for each participant:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be \$451.

From: Congressional Institute rsvp@conginst.org
Subject: Test - Register Now for the Legislative and Communication Directors Conference
Date: April 12, 2022 at 2:52 PM
To: amym@conginst.org

RC



PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON MONDAY, MAY 2, 2022!!!

Dear */fname/*,

The Congressional Institute is once again honored to host the annual 2022 Legislative and Communication Directors Conference, from Wednesday, June 1, 2022, through Friday, June 3, 2022, at the Kingsmill in Williamsburg, VA. We hope you will join us.

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

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

To Register:

Step 1: Submit Ethics Packet by Monday, May 2, 2022

To comply with House rules, you need pre-authorization from the Committee on Ethics. Download the Institute's [Private Sponsor Travel Certification Form](#), complete the traveler form and submit the whole package with your completed Traveler Form by Monday, May 2, 2022, to the Committee on Ethics. This entire package may be emailed to the Committee at travel.requests@mail.house.gov or delivered to the Committee at 1015 Longworth.

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

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

Step 2: Register with the Congressional Institute's website

The Congressional Institute will coordinate all logistical arrangements, including room reservations, meals, group transportation and meetings during the conference. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

[Register for 2022 Legislative and Communication Directors Conference](#)

Email Address: */email/*

Access Code: */other_id/*

If you are unable to attend, please use the following link to [decline this invitation](#).

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

Mark Strand, President

The Congressional Institute
strand@conginst.org
office: 703-837-8812
mobile: 571-366-0090
website: conginst.org





**2022 House Republican Legislative and Communication Directors Conference
Williamsburg, VA**

Wednesday, June 1

- 11:30 AM** **Bus Departs from Hill**
- 2:00 PM** **Nametag Pickup**
- 3:00 PM** **Welcome**
- 3:15 PM** **New Findings on Public Opinion**
David Winston, The Winston Group
Myra Miller, The Winston Group
Dave Sackett, The Tarrance Group
BJ Martino, The Tarrance Group
- 4:15 PM** **Ethics: Official, Campaigns, and Redistricting**
Elliot Berke, Berke Farah LLC
Erin Clark, NRCC
Tim Monahan, Committee on House Administration
- 6:00 PM** **Reception & Dinner**
Katie Pavlich, *Townhall*

Thursday, June 2

- 8:00 AM** **Breakfast**
- 9:00 AM** **Leadership Policy and Communication Directors**
Dan Meyer, Office of the Republican Leader
Brett Horton, Office of the Republican Whip
Patrick Hester, House Republican Conference
- 10:00 AM** **Preparing to Manage In the 118th Congress**
Mark Horstman, Manager Tools, LLC
- 12:00 PM** **Lunch**
Os Guinness, Author & Social Critic

Policy Breakouts

1:30 PM **A Governing Agenda for the 118th Congress: House GOP Task Forces**
Moderator: Mark Strand, Congressional Institute
House GOP Task Force Staffers

2:30 PM **Drafting and Passing Legislation**
Hugh Halpern, Former House Rules Committee Staff Director
TBD, House Office of the Legislative Counsel

3:45 PM **How to Think Like an Economist**
Steven Rhoads, University of Virginia
Ryan Bourne, Cato Institute

Communications Breakouts

1:30 PM **Communicating the Republican Agenda: House GOP Task Forces**
Moderator: Jessica Towhey, Congressional Institute/2e Communications

2:30 PM **Crisis Communications**
Craig Stephens, DCI Group

3:45 PM **Speechwriting 101**
TBD, TBD

6:00 PM **Reception & Dinner**
Walter Russell Mead, *The Wall Street Journal*

Friday, June 3

8:00 AM **Breakfast**

9:00 AM **How to Conduct Effective Oversight**
The Honorable Kelly Armstrong, U.S. House of Representatives
Machalagh Carr, Office of the Republican Leader
Steve Castor, House Judiciary Committee
William Burck, Quinn Emanuel Urquhart & Sullivan, LLP

10:30 AM **Budget, Appropriations, & Taxes: Understanding & Explaining A Mystery**
Matt Glassman, Georgetown University
Anne Marie Chotvaks, Committee on Appropriations
J.P. Freire, Committee on Ways and Means

12:00 PM **Conference Concludes**
Bus departs from Kingsmill

LCD: Invited House Staff

Email Address	First Name	Last Name	Status
steve.ackerman@mail.house.gov	Steve	Ackerman	Subscribed
emily.ackerman@mail.house.gov	Emily	Ackerman	Subscribed
franklin.acomb@mail.house.gov	Frank	Acomb	Subscribed
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alex.bellizzi@mail.house.gov	Alex	Bellizzi	Subscribed
jeannine.bender@mail.house.gov	Jeannine	Bender	Subscribed

evan.bender@mail.house.gov	Evan	Bender	Subscribed
william.bensur@mail.house.gov	William	Bensur	Subscribed
kimberly.betz@mail.house.gov	Kim	Betz	Subscribed
aaron.bill@mail.house.gov	Aaron	Bill	Subscribed
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sarah.cannon@mail.house.gov	Sarah	Cannon	Subscribed

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jennifer.cressy@mail.house.gov	Jennifer	Cressy	Subscribed
collin.cummings@mail.house.gov	Collin	Cummings	Subscribed
kate.currie@mail.house.gov	Kate	Currie	Subscribed

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david.goldfarb@mail.house.gov	David	Goldfarb	Subscribed

samantha.gonzalez@mail.house.gov	Samantha	Gonzalez	Subscribed
eliana.goodman@mail.house.gov	Eliana	Goodman	Subscribed
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steve.hansen@mail.house.gov	Steve	Hansen	Subscribed
justin.harclerode@mail.house.gov	Justin	Harclerode	Subscribed
jonathan.harder@mail.house.gov	Jon	Harder	Subscribed
wesley.harkins@mail.house.gov	Wesley	Harkins	Subscribed
miriam.harmer@mail.house.gov	Miriam	Harmer	Subscribed
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tiffany.haverly@mail.house.gov	Tiffany	Haverly	Subscribed
jennifer.haynes@mail.house.gov	Jennifer	Haynes	Subscribed

eric.heighberger@mail.house.gov	Eric	Heighberger	Subscribed
eric.heigis@mail.house.gov	Eric	Heigis	Subscribed
laura.hernandez@mail.house.gov	Laura	Hernandez	Subscribed
patrick.hester@mail.house.gov	Patrick	Hester	Subscribed
james.hewitt@mail.house.gov	James	Hewitt	Subscribed
rob.hicks@mail.house.gov	Rob	Hicks	Subscribed
Austin.Higginbotham@mail.house.gov	Austin	Higginbotham	Subscribed
jake.hilkin@mail.house.gov	Jake	Hilkin	Subscribed
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christian.hoehner@mail.house.gov	Christian	Hoehner	Subscribed
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kelsey.holt@mail.house.gov	Kelsey	Holt	Subscribed
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rebekah.hoshiko@mail.house.gov	Rebekah	Hoshiko	Subscribed
stephen.hostelley@mail.house.gov	Stephen	Hostelley	Subscribed
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preston.howey@mail.house.gov	Preston	Howey	Subscribed
lou.hrkman@mail.house.gov	Lou	Hrkman	Subscribed
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molly.jenkins@mail.house.gov	Molly	Jenkins	Subscribed
paul.johnson@mail.house.gov	Paul	Johnson	Subscribed
johnson@mail.house.gov	Ben	Johnson	Subscribed
at.johnston@mail.house.gov	A.T.	Johnston	Subscribed
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elise.krekorian@mail.house.gov	Elise	Krekorian	Subscribed
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sarah.matthews2@mail.house.gov	Sarah	Matthews	Subscribed

josh.maxwell@mail.house.gov	Josh	Maxwell	Subscribed
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lindsay.markle@mail.house.gov	Lindsay	Ratliff	Subscribed
mark.ratner@mail.house.gov	Mark	Ratner	Subscribed
john.rauber@mail.house.gov	John	Rauber	Subscribed
scott.rausch@mail.house.gov	Scott	Rausch	Subscribed
trevor.ray@mail.house.gov	Trevor	Ray	Subscribed
russel.read@mail.house.gov	Russ	Read	Subscribed
eric.reath@mail.house.gov	Eric	Reath	Subscribed
sarah.reese@mail.house.gov	Sarah	Reese	Subscribed
Bart.Reising@mail.house.gov	Bart	Reising	Subscribed
lisa.reynolds@mail.house.gov	Lisa	Reynolds	Subscribed
maryellen.richardson@mail.house.gov	Mary Ellen	Richardson	Subscribed
marychristina.riley@mail.house.gov	Mary Christina	Riley	Subscribed
sara.robertson2@mail.house.gov	Sara	Roberston	Subscribed
zach.roberts@mail.house.gov	Zach	Roberts	Subscribed
jamie.robinette@mail.house.gov	Jamie	Robinette	Subscribed
brent.robinson@mail.house.gov	Brent	Robinson	Subscribed
nick.rockwell@mail.house.gov	Nick	Rockwell	Subscribed
allie.rodriguez@mail.house.gov	Allie	Rodriguez	Subscribed
alexah.rogge@mail.house.gov	Alexah	Rogge	Subscribed
janet.rossi@mail.house.gov	Janet	Rossi	Subscribed
Travis.Rowland@mail.house.gov	Travis	Rowland	Subscribed
hannah.russell@mail.house.gov	Hannah	Russell	Subscribed
drussell@mail.house.gov	Dave	Russell	Subscribed

jeff.sagnip@mail.house.gov	Jeff	Sagnip	Subscribed
Justine.Sanders@mail.house.gov	Justin	Sanders	Subscribed
Adeline.Sandridge@mail.house.gov	Adeline	Sandridge	Subscribed
abbey.schieffer@mail.house.gov	Abbey	Schieffer	Subscribed
patrick.schilling@mail.house.gov	Patrick	Schilling	Subscribed
meghan.schmidlein@mail.house.gov	Meghan	Schmidlein	Subscribed
Eric.Schmitz@mail.house.gov	Eric	Schmitz	Subscribed
dan.schneider@mail.house.gov	Dan	Schneider	Subscribed
libby.schroeder@mail.house.gov	Libby	Schroeder	Subscribed
matt.schuck@mail.house.gov	Matt	Schuck	Subscribed
martin.schultz@mail.house.gov	Martin	Schultz	Subscribed
katherine.sears@mail.house.gov	Katherine	Sears	Subscribed
cassandra.sebastian@mail.house.gov	Cassandra	Sebastian	Subscribed
John.Seibels@mail.house.gov	John	Seibels	Subscribed
sophie.seid@mail.house.gov	Sophie	Seid	Subscribed
sarah.selip@mail.house.gov	Sarah	Selip	Subscribed
leslie.sheed@mail.house.gov	Leslie	Sheed	Subscribed
a.shelton@mail.house.gov	Ashley	Shelton	Subscribed
olivia.shields@mail.house.gov	Olivia	Shields	Subscribed
Clay.Shoemaker@mail.house.gov	Clay Shoemaker	Shoemaker	Subscribed
clark.siddle@mail.house.gov	Clark	Siddle	Subscribed
alexia.sikora@mail.house.gov	Alexia	Sikora	Subscribed
kaitlynn.skoog@mail.house.gov	Kaitlynn	Skoog	Subscribed
Alison.Slagell@mail.house.gov	Alison	Slagell	Subscribed
trevor.smith@mail.house.gov	Trevor	Smith	Subscribed
alex.smith2@mail.house.gov	Alex	Smith	Subscribed
burke.smith@mail.house.gov	Burke	smith	Subscribed
heather.smith@mail.house.gov	Heather	Smith	Subscribed
matt.smith2@mail.house.gov	Matt	Smith	Subscribed

danielle.smoot@mail.house.gov	Danielle	Smoot	Subscribed
david.snider@mail.house.gov	Joseph	Snider	Subscribed
d.sours@gmail.com	David	Sours	Subscribed
tristan.southard@mail.house.gov	Tristan	Southard	Subscribed
jenna.spealman@mail.house.gov	Jenna	Spealman	Subscribed
Laura.Stagno@mail.house.gov	Laura	Stagno	Subscribed
richard.stanton@mail.house.gov	Richard	Stanton	Subscribed
greg.steele@mail.house.gov	Greg	Steele	Subscribed
josh.sterkin@mail.house.gov	Josh	Sterkin	Subscribed
courtney.stevens@mail.house.gov	Courtney	Stevens	Subscribed
danielle.stewart@mail.house.gov	Danielle	Stewart	Subscribed
maddison.stone@mail.house.gov	Maddison	Stone	Subscribed
ben.stout@mail.house.gov	Ben	Stout	Subscribed
nick.strader@mail.house.gov	Nick	Strader	Subscribed
callie.strock@mail.house.gov	Callie	Strock	Subscribed
hannah.strub@mail.house.gov	Hannah	Strub	Subscribed
Aj.Sugarman@mail.house.gov	AJ	Sugarman	Subscribed
georgeanna.sullivan@mail.house.gov	Georgeanna	Sullivan	Subscribed
timothy.svoboda@mail.house.gov	Tim	Svoboda	Subscribed
conner.swanson@mail.house.gov	Conner	Swanson	Subscribed
chris.sweet@mail.house.gov	Chris	Sweet	Subscribed
aj.swinson@mail.house.gov	Angela	Swinson	Subscribed
michael.taggart@mail.house.gov	Michael	Taggart	Subscribed
sarah.talmage@mail.house.gov	Sarah	Talmage	Subscribed
shaun.taylor@mail.house.gov	Shaun	Taylor	Subscribed
charlotte.taylor@mail.house.gov	Charlotte	Taylor	Subscribed
emily.taylor4@mail.house.gov	Emily	Taylor	Subscribed
Taylor.Theodossiou@mail.house.gov	Taylor	Theodossiou	Subscribed
james.thomas@mail.house.gov	James	Thomas	Subscribed

jett.thompson@mail.house.gov	Jett	Thompson	Subscribed
emma.thomson@mail.house.gov	Emma	Thomson	Subscribed
sadie.thorman@mail.house.gov	Sadie	Thorman	Subscribed
daniel.tidwell@mail.house.gov	Daniel	Tidwell	Subscribed
michaela.todd@mail.house.gov	Michaela	Todd	Subscribed
Nicholas.Tortorici@mail.house.gov	Nicholas	Tortorici	Subscribed
matthew.tragesser@mail.house.gov	Matthew	Tragesser	Subscribed
catherine.treadwell@mail.house.gov	Catherine	Treadwell	Subscribed
claire.trokey@mail.house.gov	Claire	Trokey	Subscribed
charles.truxal@mail.house.gov	charlie	Truxal	Subscribed
matthew.tucker@mail.house.gov	Matt	Tucker	Subscribed
caroline.tucker@mail.house.gov	Caroline	Tucker	Subscribed
will.turner@mail.house.gov	Will	Turner	Subscribed
joel.valdez@mail.house.gov	Joel	Valdez	Subscribed
valentina.valenta@mail.house.gov	Valentina	Valenta	Subscribed
ej.valentine@mail.house.gov	EJ	Valentine	Subscribed
Madison.VanEvery@mail.house.gov	Madison	Van Every	Subscribed
alexa.vance@mail.house.gov	Alexa	Vance	Subscribed
alex.vanderford@mail.house.gov	Alex	Vanderford	Subscribed
hunt.vandertoll@mail.house.gov	Hunt	VanderToll	Subscribed
matt.vanhylte@mail.house.gov	Matt	VanHyfte	Subscribed
heather.vaughan@mail.house.gov	Heather	Vaughan	Subscribed
john.veale@mail.house.gov	John	Veale	Subscribed
Jonathan.Vecchi@mail.house.gov	Jonathan	Vecchi	Subscribed
noelle.verhelst@mail.house.gov	Noelle	Verhelst	Subscribed
mv.vigil@mail.house.gov	Mary	Vigil	Subscribed
kyle.vonende@mail.house.gov	Kyle	VonEnde	Subscribed
SA.Voyles@mail.house.gov	Sarah Anne	Voyles	Subscribed
Rob.Wagener@mail.house.gov	Rob	Wagener	Subscribed

rachel@mail.house.gov	Rachel	Walker	Subscribed
rachel.walker@mail.house.gov	Rachel	Walker	Subscribed
tatum.wallace@mail.house.gov	Tatum	Wallace	Subscribed
nikki.wallace@mail.house.gov	Nikki	Wallace	Subscribed
luke.wallwork@mail.house.gov	Luke	Wallwork	Subscribed
Maggie.Ward@mail.house.gov	Maggie	Ward	Subscribed
lauren.weber@mail.house.gov	Lauren	Weber	Subscribed
robby.wehagen@mail.house.gov	Robby	Wehagen	Subscribed
zachary.weidlich@mail.house.gov	Zachary	Weidlich	Subscribed
laura.weldon@mail.house.gov	Laura	Weldon	Subscribed
craig.wheeler@mail.house.gov	Craig	Wheeler	Subscribed
connor.white@mail.house.gov	Connor	White	Subscribed
allie.white@mail.house.gov	Allie	White	Subscribed
Grace.White@mail.house.gov	Grace	White	Subscribed
Ian.Whitson@mail.house.gov	Ian	Whitson	Subscribed
jenn.wickre@mail.house.gov	Jenn	Wickre	Subscribed
Jeff.Wieand@mail.house.gov	Jeff	Wieand	Subscribed
jonathan.wilcox@mail.house.gov	Jonathan	Wilcox	Subscribed
haley.wilson@mail.house.gov	Haley	Wilson	Subscribed
laura.wilson@mail.house.gov	Laura	Wilson	Subscribed
david.winfrey@mail.house.gov	David	Winfrey	Subscribed
kelsey.wolfgram@mail.house.gov	Kelsey	Wolfgram	Subscribed
Jordan.wood@mail.house.gov	Jordan	Wood	Subscribed
emily.wood@mail.house.gov	Emily	Wood	Subscribed
maggie.woodin@mail.house.gov	Maggie	Woodin	Subscribed
joshua.woodward@mail.house.gov	Joshua	Woodward	Subscribed
dan.wunderlich@mail.house.gov	Dan	Wunderlich	Subscribed
robert.yavor@mail.house.gov	Rob	Yavor	Subscribed
dominique.yelinski@mail.house.gov	Dominique	Yelinski	Subscribed

ryan.young@mail.house.gov
lauren.ziegler@mail.house.gov
mac.zimmerman@mail.house.gov
nate.zimpher@mail.house.gov
john.zwaanstra1@mail.house.gov

Ryan
Lauren
Mac
Nate
Johnny

Young
Ziegler
Zimmerman
Zimpher
Zwaanstra

Subscribed
Subscribed
Subscribed
Subscribed
Subscribed

Post-Travel Disclosure Instructions:

- Complete the Employee Post-Travel Disclosure Form (Page 2 of this packet)
- Attach page 2 of the completed Traveler Form submitted pre-travel by the employee; **and** the letter from the Committee on Ethics approving participation on this trip.
- file the entire packet with the Clerk of the House, by email at gifttravelreports@mail.house.gov, within 15 days after travel

PRIMARY TRIP SPONSOR FORM ADDENDUM

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

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

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

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

Question 18: Total expenses for each participant:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be \$451.

From: Congressional Institute rsvp@conginst.org
Subject: Test - Register Now for the Legislative and Communication Directors Conference
Date: April 12, 2022 at 2:52 PM
To: amym@conginst.org

RC



PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON MONDAY, MAY 2, 2022!!!

Dear */fname/*,

The Congressional Institute is once again honored to host the annual 2022 Legislative and Communication Directors Conference, from Wednesday, June 1, 2022, through Friday, June 3, 2022, at the Kingsmill in Williamsburg, VA. We hope you will join us.

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

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

To Register:

Step 1: Submit Ethics Packet by Monday, May 2, 2022

To comply with House rules, you need pre-authorization from the Committee on Ethics. Download the Institute's [Private Sponsor Travel Certification Form](#), complete the traveler form and submit the whole package with your completed Traveler Form by Monday, May 2, 2022, to the Committee on Ethics. This entire package may be emailed to the Committee at travel.requests@mail.house.gov or delivered to the Committee at 1015 Longworth.

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

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

Step 2: Register with the Congressional Institute's website

The Congressional Institute will coordinate all logistical arrangements, including room reservations, meals, group transportation and meetings during the conference. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

[Register for 2022 Legislative and Communication Directors Conference](#)

Email Address: */email/*

Access Code: */other_id/*

If you are unable to attend, please use the following link to [decline this invitation](#).

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

Mark Strand, President

The Congressional Institute
strand@conginst.org
office: 703-837-8812
mobile: 571-366-0090
website: conginst.org





**2022 House Republican Legislative and Communication Directors Conference
Williamsburg, VA**

Wednesday, June 1

- 11:30 AM** **Bus Departs from Hill**
- 2:00 PM** **Nametag Pickup**
- 3:00 PM** **Welcome**
- 3:15 PM** **New Findings on Public Opinion**
David Winston, The Winston Group
Myra Miller, The Winston Group
Dave Sackett, The Tarrance Group
BJ Martino, The Tarrance Group
- 4:15 PM** **Ethics: Official, Campaigns, and Redistricting**
Elliot Berke, Berke Farah LLC
Erin Clark, NRCC
Tim Monahan, Committee on House Administration
- 6:00 PM** **Reception & Dinner**
Katie Pavlich, *Townhall*

Thursday, June 2

- 8:00 AM** **Breakfast**
- 9:00 AM** **Leadership Policy and Communication Directors**
Dan Meyer, Office of the Republican Leader
Brett Horton, Office of the Republican Whip
Patrick Hester, House Republican Conference
- 10:00 AM** **Preparing to Manage In the 118th Congress**
Mark Horstman, Manager Tools, LLC
- 12:00 PM** **Lunch**
Os Guinness, Author & Social Critic

Policy Breakouts

1:30 PM **A Governing Agenda for the 118th Congress: House GOP Task Forces**
Moderator: Mark Strand, Congressional Institute
House GOP Task Force Staffers

2:30 PM **Drafting and Passing Legislation**
Hugh Halpern, Former House Rules Committee Staff Director
TBD, House Office of the Legislative Counsel

3:45 PM **How to Think Like an Economist**
Steven Rhoads, University of Virginia
Ryan Bourne, Cato Institute

Communications Breakouts

1:30 PM **Communicating the Republican Agenda: House GOP Task Forces**
Moderator: Jessica Towhey, Congressional Institute/2e Communications

2:30 PM **Crisis Communications**
Craig Stephens, DCI Group

3:45 PM **Speechwriting 101**
TBD, TBD

6:00 PM **Reception & Dinner**
Walter Russell Mead, *The Wall Street Journal*

Friday, June 3

8:00 AM **Breakfast**

9:00 AM **How to Conduct Effective Oversight**
The Honorable Kelly Armstrong, U.S. House of Representatives
Machalagh Carr, Office of the Republican Leader
Steve Castor, House Judiciary Committee
William Burck, Quinn Emanuel Urquhart & Sullivan, LLP

10:30 AM **Budget, Appropriations, & Taxes: Understanding & Explaining A Mystery**
Matt Glassman, Georgetown University
Anne Marie Chotvac, Committee on Appropriations
J.P. Freire, Committee on Ways and Means

12:00 PM **Conference Concludes**
Bus departs from Kingsmill



2022 Legislative and Communication Directors Conference

Wednesday, June 1, 2022

1:00 PM	Nametag Pickup	Conference Desk
2:00 PM	Welcome Mark Strand, Congressional Institute	Burwell Ballroom
2:15 PM	New Findings on Public Opinion David Winston, The Winston Group Myra Miller, The Winston Group Dave Sackett, The Tarrance Group BJ Martino, The Tarrance Group	Burwell Ballroom
3:15 PM	Ethics: Official, Campaigns, and Redistricting Bill Farah, Berke Farah LLP Blake Murphy, NRCC	Burwell Ballroom
4:15 PM	The Republican Coalition: Working As One Moderator: David Winston, The Winston Group Ryan Streeter, American Enterprise Institute Chad Wolf, America First Policy Institute	Burwell Ballroom
6:00 PM	Reception Dinner <i>Creating an American Majority</i> The Honorable Newt Gingrich, 50 th Speaker of the House of Representatives	James River Grand Foyer James River Grand Ballroom

Thursday, June 2, 2022

8:00 AM	Breakfast	James River Grand Ballroom
9:00 AM	Leadership Policy and Communication Directors Moderator: Mark Strand, Congressional Institute Emily Domenech, Office of Leader Kevin McCarthy Preston Hill, Office of Leader Kevin McCarthy Steve Giaier, Office of Leader Kevin McCarthy Lauren Fine, Office of Whip Steve Scalise Ben Napier, Office of Whip Steve Scalise Ali Pardo, House Republican Conference Jake Vreeburg, House Republican Conference	Burwell Ballroom
10:00 AM	Preparing to Lead In the 118th Congress Mark Horstman, Manager Tools, LLC	Burwell Ballroom
12:00 PM	Lunch Os Guinness, Author & Social Critic	James River Grand Ballroom

**Policy Breakouts
Burwell Ballroom**

- 1:30 PM How to Draft Legislation Effectively**
Moderator: Mark Strand, Congressional Institute
Wade Ballou, House Legislative Counsel
Phillip Swagel, Director, Congressional Budget Office
- 2:30 PM Schoolhouse Rocks Revisited: Passing Your Member's Bill**
Arne Christenson, Former Chief of Staff to the Speaker of the House
Hugh Halpern, Former House Rules Committee Staff Director & Floor
Ralph Hellman, Former Policy Director to the Speaker of the House

**Communications Breakouts
Tazewell Room**

- 1:30 PM Taking Control of Your Message on Digital Channels**
Daria Grastara, NRSC
Matt Lira, Hangar Capital
- 2:15 PM Crisis Communications**
Ed Patru, Direct Communications Co.

**6:00 PM Reception
Dinner**

*Can NATO Promote International Security and Prosperity?
A Fireside Chat with Members of the Diplomatic Community*
Moderator: Mark Strand, Congressional Institute
Theodoros Bizakis, Minister Counselor-Deputy Chief of Mission Embassy of Greece
Adam Krzywosądzki, Deputy Chief of Mission, Embassy of Poland

**James River Grand Foyer
James River Grand Ballroom**

Friday, June 3, 2022

- 8:00 AM Breakfast** **James River Grand Ballroom**
- 9:00 AM How to Conduct Effective Oversight** **Burwell Ballroom**
The Honorable Kelly Armstrong, U.S. House of Representatives
William Burck, Quinn Emanuel Urquhart & Sullivan, LLP
Machalagh Carr, Office of the Republican Leader
Steve Castor, House Judiciary Committee
- 10:00 AM The Appropriations Process: Understanding & Explaining A Mystery** **Burwell Ballroom**
Anne Marie Chotvac, Committee on Appropriations
Jennifer Hing, Former Appropriations Committee Communications Director
- 11:00 AM Dobbs v. Jackson and the Future of the Pro-Life Movement** **Burwell Ballroom**
Autumn Christensen, Susan B. Anthony List
Katie Glenn, Americans United For Life
Tim Saccoccia, Knights of Columbus
- 12:00 PM Conference Concludes**
Bus departs from Lobby

LCD: Invited House Staff

First Name	Last Name	Job Title	Institution
Steve	Ackerman	Legislative Director	Office of Rep. Fulcher
Emily	Ackerman	Deputy Chief of Staff/Legislative Director	Office of Rep. Reschenthaler
Frank	Acomb	Communications Director	Office of Rep. Reed
Anna	Adamian	Press Secretary	Office of Rep. Harris
Jeremy	Adler	Communications Director	Office of Rep. Cheney
Harley	Adsit	Communications Director	Office of Rep. Carter (GA)
Liam	Anderson	Communications Director	Office of Rep. Stewart
Alex	Attebery	Deputy Communications Director	House Committee on Appropriations
Maggie	Ayrea	Legislative Director	Office of Rep. Graves (LA)
Kevin	Baird	Communications Director	Office of Rep. Griffith
Samantha	Baker	Legislative Director	Office of Rep. Grothman
Shawn	Balcomb	Communications Director	Office of Rep. Salazar
Natalie	Baldassarre	Communications Director	Office of Rep. Malliotakis
Luke	Ball	Communications Director	Office of Rep. Cawthorn
Jimmy	Ballard	Legislative Director	Office of Rep. Davis
Wade	Ballou	Legislative Counsel	House Office of the Legislative Counsel
Don	Barber	Legislative Director	Office of Rep. Ellzey
Noah	Barger	Legislative Director	Office of Rep. Bost
Nathan	Barker	Legislative Director	Office of Rep. Hice
Nick	Barley	Communications Director	Office of Rep. Keller
Zach	Barnett	Communications Director	Office of Rep. Graves (LA)
Walker	Barrett	Legislative Director	Office of Rep. Waltz
Joe	Barry	Legislative Director	Office of Rep. Good
Brian	Bates	Legislative Director	Office of Rep. Gibbs
Jacqueline	Battaglia	Scheduler	Office of the Whip
Christopher	Bayles	Senior Legislative Assistant	Office of Rep. Palmer

Mark	Bednar	Director of Strategic Communications	Office of the Leader
Isabela	Belchior	Legislative Director	Office of Rep. Gaetz
Lyssa	Bell	Communications Director	Office of Rep. Pfluger
Alex	Bellizzi	Communications Director	Office of Rep. Barr
Jeannine	Bender	Legislative Director	Office of Rep. McKinley
Evan	Bender	Legislative Director	Office of Rep. Nehls
Kim	Betz	Policy Director & Chief Counsel	House Committee on Financial Services
Chris	Bien	Deputy Director of Floor Operations	Office of the Leader
Aaron	Bill	Legislative Director	Office of Rep. Buchanan
Jeff	Bishop	Deputy Chief of Staff	Office of Rep. Stauber
Summer	Blevins	Deputy Chief of Staff/Press Secretary	Office of Rep. Bilirakis
Hanna	Bogorowski	Communications Aide	Office of the Leader
Barbara	Boland	Communications Director	Office of Rep. Wenstrup
Patrick	Bond	Communications Director	Office of Rep. Lucas
Richard	Booker	Press Secretary	Office of Rep. Long
Jake	Bornstein	Legislative Director	Office of Rep. Curtis
Grady	Bourn	Legislative Director	Office of Rep. Carter (TX)
Sara "S.K."	Bowen	Communications Director	Office of Rep. Guthrie
Joshua	Bradley	Legislative Director	Office of Rep. Moore (AL)
Francis	Brennan	Rapid Response Director	House Republican Conference
Palmer	Brigham	Communications Director	Office of Rep. Stefanik
Caroline	Briscoe	Press Secretary/Digital Director	Office of Rep. Tiffany
Ken	Brooke	Legislative Director	Office of Rep. Amodei
Francis	Brooke	Policy Director	Office of the Whip
Joanna	Brown	Legislative Director	Office of Rep. Walberg
Ashley	Brown	Director of Communications	Office of Rep. Van Drew
Arthur	Bryant	Communications Director	Office of Rep. Wagner
Daniel	Bucheli	Communications Director	Office of Rep. Spartz
Laynee	Buckels	Communication Director	Office of Rep. Weber

Rory	Burke	Legislative Director	Office of Rep. Gosar
Courtney	Butcher	Member Services Director	House Republican Conference
Lesley	Byers	Communications Director	House Committee on Homeland Security
John	Caddock	Legislative Director	Office of Rep. Mooney
Aaron	Calkins	Legislative Director	Office of Rep. Biggs
Christina	Cameron	Media Affairs Advisor	Office of the Leader
Kyle	Campbell	Legislative Director	Office of Rep. McClintock
Sarah	Cannon	Legislative Director	Office of Rep. Simpson
Samantha	Cantrell	Deputy Communications Director	Office of Rep. Miller (WV)
Emily	Carlin	Communications Director	Office of Rep. Obernolte
Buckley	Carlson	Communications Director	Office of Rep. Banks
Buckley	Carlson	Communications Director	Republican Study Committee
Colin	Carr	Deputy Chief of Staff/Legislative Director	Office of Rep. Loudermilk
Machalagh	Carr	General Counsel	Office of the Leader
Colleen	Castle	Legislative Director	Office of Rep. Hartzler
Steve	Castor	General Counsel	House Committee on the Judiciary
Mason	Champion	Legislative Director	Office of Rep. Arrington
Dylan	Chandler	Communications Director	Office of Rep. Gooden
Christian	Chase	Press Secretary	Office of Rep. Jacobs
Anne Marie	Chotvacs	Staff Director	House Committee on Appropriations
Nick	Christensen	Communications Director	House Committee on Transportation and Infrastructure
Bill	Christian	Deputy Chief of Staff	Office of Rep. Weber
Kristen	Cianci	Communications Director	Office of Rep. Garbarino
Alex	Cisneros	Legislative Director	Office of Rep. Kim
Carson	Clark	Press Assistant	Office of Rep. Aderholt
Philipp	Clarke	Legislative Director	Office of Rep. Rice
Ken	Clifford	Legislative Director	Office of Rep. Steel
Adam	Cloch	Communications Director	Office of Rep. Curtis

Andrea	Cocker	Communications Director	Office of Rep. Van Duyne
Brandon	Cockerham	Communications Director	Office of Rep. Loudermilk
Sarah	Coffman	Legislative Director	Office of Rep. Comer
Jessica	Collins	Communications Director	House Committee on Oversight and Government Reform
Michael	Comer	Deputy Communications Director	Office of the Whip
Elisabeth	Conklin	Director	Communication Standards Commission
Kris	Cook	Communications Director	Office of Rep. Palmer
Sarah	Corley	Director of Strategic Communications	House Committee on Rules
Charles	Correll	Speechwriter	Office of the Leader
Madeline	Corso	Communications Director	Office of Rep. Clyde
Leah	Courtney	Communications Director	Office of Rep. Dunn
Jeremy	Crane	Communications Director	Office of Rep. Cloud
Alex	Crane	Communication Director	Office of Rep. Fitzgerald
Seana	Cranston	Deputy Chief of Staff/Legislative Director	Office of Rep. Massie
Jennifer	Cressy	Communications Director	Office of Rep. McClintock
Kate	Currie	Communications Director	Office of Rep. Murphy
Miranda	Dabney	Communications Director	Office of Rep. Hern
Tim	Daniels	Deputy Chief of Staff/Legislative Director	Office of Rep. Harris
Stacey	Daniels	Communications Director	Office of Rep. McClain
Mike	Davin	Legislative Director	Office of Rep. Latta
Alec	Davis	Policy Director	House Committee on Appropriations
Charlotte	Davis	Senior Legislative Assistant	Office of Rep. Steil
Jordan	Dayer	Cloakroom Assistant	Office of the Leader
Anne	DeCesaro	Republican Policy Director	Select Committee on Economic Disparity and Fairness in Growth
Brad	Decker	Communications Director	Office of Rep. Brooks
Michael	Defilippis	Legislative Director	Office of Rep. Malliotakis
Rachel	del Guidice	Communications Director	Office of Rep. Green

Julie	Devine	Legislative Director	Office of Rep. Graves (MO)
Kathleen	Devlin	Senior Legislative Assistant	Office of Rep. LaMalfa
Britney	Dickerson	Communications Director	Office of Rep. Harshbarger
Ross	Dietrich	Legislative Director	Office of Rep. González-Colón
Matt	Diller	Policy Director	House Committee on Rules
Jared	Dilley	Legislative Director	Office of Rep. Jordan
Ryan	Dilworth	Legislative Director	Office of Rep. Van Duyne
Halee	Dobbins	Press Secretary	Office of Rep. Williams
Justin	Doil	Communications Director	Office of Rep. Fleischmann
Emily	Domenech	Senior Policy Advisor	Office of the Leader
Emily	Dowdell	Communications Director	Office of Rep. Carter (TX)
Will	Dunham	Deputy Chief of Staff for Policy	Office of the Leader
Jordan	Dunn	Communications Director	Office of Rep. Gallagher
Katie	Dwyer	Legislative Director	Office of Rep. Carey
Russell	Dye	Communications Director	Office of Rep. Jordan
Nick	Dyer	Communications Director	Office of Rep. Greene
Jonathan	Eberle	Communications Director	Office of Rep. Rosendale
Suanne	Edmiston	Legislative Director	Office of Rep. Gohmert
Ben	Elleson	Deputy Chief of Staff/Legislative Director	Office of Rep. Long
Jaryn	Emhof	Chief of Staff and Communications Director	Office of Rep. Webster
Haim	Engelman	Deputy Chief of Staff & Legislative Director	Office of Rep. Tenney
Max	Engling	Deputy Member Services Director	Office of the Leader
Alex	Enlow	Communications Director	Office of Rep. Scott
Jordan	Evich	Deputy Chief of Staff/Legislative Director	Office of Rep. Herrera Beutler
Michele	Exner	Communications Director	Office of the Leader
Brian	Fahey	Legislative Director	Office of Rep. Guthrie
Grace	Farmer	Communications Director	Office of Rep. Mullin
Chris	Fernandez	Legislative Director	Office of Rep. Boebert
Harrison	Fields	Director of Communications	Office of Rep. Donalds

Jay	Fields	Policy Director	Republican Study Committee
Lauren	Fine	Communications Director	Office of the Whip
Amanda	Fitzmorris	Communications Director	Office of Rep. Newhouse
Kristin	Flukey	Senior Legislative Assistant	Office of Rep. McMorris Rodgers
Harry	Fones	Communication Director	Select Committee on Economic Disparity and Fairness in Growth
Tim	Foster	Communications Director	House Committee on Budget
Anthony	Foti	Communications Director	Office of Rep. Gosar
J.P.	Freire	Communications Director	House Committee on Ways and Means
Dylan	Frost	Legislative Director	Office of Rep. Hill
Billy	Fuerst	Communications Director	Office of Rep. Feenstra
Garrett	Fultz	Legislative Director	Office of Rep. Johnson (LA)
Austin	Gage	Legislative Director and Defense Policy Advisor	Office of Rep. Rogers (KY)
Jason	Gagnon	Senior Advisor/Communications Director	Office of Rep. Calvert
Steven	Giaier	Senior Policy Advisor and Counsel	Office of the Leader
Kate	Giaquinto	Communications Director	Office of Rep. McKinley
Joel	Gibbons	Communications Director	Office of Rep. Nehls
Sarah	Gilbert	Legislative Director	Office of Rep. Dunn
Scott	Gilfillan	Communications Director	Office of Rep. Ellzey
Maura	Gillespie	Communications Director	Office of Rep. Kinzinger
Chad	Gilmartin	Deputy Spokesman	Office of the Leader
Savannah	Glasgow	Press Secretary	Office of Rep. Buchanan
Samantha	Gonzalez	Communications Director	House Committee on Veterans Affairs
Eliana	Goodman	Legislative Director	Office of Rep. Kustoff
AnnMarie	Graham	Communications Director	Office of Rep. Mast
Billy	Gribbin	Director of Communications	Office of Rep. Herrell
Sean	Griffin	Legislative Counsel/Legislative Director	Office of Rep. Brooks
Brian	Griffith	Communications Director	Office of Rep. Chabot

Tyler	Grimm	Policy Director	House Committee on Judiciary
Elliott	Guffin	Legislative Director	Office of Rep. Hudson
Rodney	Hall	Legislative Director	Office of Rep. Kelly (MS)
Amanda	Hall	Legislative Director	Office of Rep. Valadao
Emma	Hall	Communications Director	Office of Rep. Owens
Sabrina	Hancock	Legislative Director	Office of Rep. Roy
Shane	Hand	Legislative Director	Office of Rep. Cole
Joel	Hannahs	Director of Communications	Office of Rep. Radewagen
Matt	Hanrahan	Communications Director	Office of Rep. Cline
Steve	Hansen	Communications Director	Office of Rep. Tenney
Jon	Harder	Digital Director	Office of Rep. Graves (MO)
Wesley	Harkins	Communications Director	Office of Rep. Bice
E.D.	Harris	Legislative Director	Office of Rep. Chabot
Cory	Harris	Legislative Director	Office of Rep. Baird
Lynn	Hatcher	Communications Director	Office of Rep. Amodei
Sam	Hattrup	Legislative Director	Office of Rep. Johnson (OH)
Taylor	Haulsee	Communications Director	Office of Rep. Johnson (LA)
Tiffany	Haverly	Communications Director	Office of Rep. Smith (NE)
Jennifer	Haynes	Legislative Director	Office of Rep. Issa
Eric	Heighberger	Policy Director	House Committee on Homeland Security
Eric	Heigis	Legislative Director	Office of Rep. Budd
Sue	Henry	Communications Director	Office of Rep. Meuser
Laura	Hernandez	Communications Director	Office of Rep. Diaz-Balart
Patrick	Hester	Chief of Staff	House Republican Conference
Taylor	Hewes	Legislative Director	Office of Rep. Meuser
James	Hewitt	Communications Director	Office of Rep. Waltz
Rob	Hicks	Legislative Director	Office of Rep. Obernolte
Austin	Higginbotham	Communications Director	Office of Rep. Fallon
Jake	Hilkin	Legislative Director	Office of Rep. Norman

Preston	Hill	Policy Advisor	Office of the Leader
Andrea	Hitt	Deputy Press Secretary	House Republican Conference
Keenan	Hochschild	Digital Communications Aide	Office of the Leader
Matt	Hodge	Legislative Director	Office of Rep. Crenshaw
Christian	Hoehner	Policy Director	House Committee on Oversight and Government Reform
Ryan	Hofmann	Policy Advisor	House Republican Conference
James	Hogge	Communications Director	Office of Rep. Bergman
Anna	Holland	Digital and Press Assistant	House Republican Conference
Kelsey	Holt	Communications Director	Office of Rep. Estes
Brett	Horton	Chief of Staff	Office of the Whip
Rebekah	Hoshiko	Communications Director	House Committee on Natural Resources
Stephen	Hostelley	Legislative Director	Office of Rep. Gonzalez (OH)
Michael	Howard	Communications Director	Office of Rep. LaTurner
Maggie	Howell	Digital Coordinator	Office of the Leader
Preston	Howey	Legislative Director	Office of Rep. Pfluger
Lou	Hrkman	Policy Director	House Committee on Climate Crisis
Rachel	Huggins	Legislative Director	Office of Rep. Burgess
Hannah	Hughes	Press Secretary	Office of Rep. Gibbs
Claire	Hurley	Press Secretary	Office of Rep. Latta
Alex	Igleheart	Legislative Director	Office of Rep. Wenstrup
Zachary	Isakowitz	Legislative Director	Office of Rep. McCaul
Alex	Ives	Press Secretary	Office of Rep. Foxx
Josh	Jackson	Legislative Director	Office of Rep. Smith (NE)
Kyle	Jacobs	Legislative Director	Office of Rep. Miller-Meeks
Danny	Jativa	Communications Director	Office of Rep. Gimenez
Bradley	Jaye	Communications Director	Office of Rep. Moore (AL)
Michelle	Jelnicky	Legislative Director/Deputy Chief of Staff	Office of Rep. Bergman
Molly	Jenkins	Communications Director	Office of Rep. Garcia

Paul	Johnson	Legislative Director	Office of Rep. Moore (UT)
Ben	Johnson	Legislative Director	Office of Rep. Williams
A.T.	Johnston	Deputy Chief of Staff/Legislative Director	Office of Rep. Timmons
Amy	Jones	Deputy Director of Education and Senior Counsel	House Committee on Education and Labor
Dylan	Jones	Communications Director	Office of Rep. Rose
Elizabeth	Joseph	Policy Director	Office of Rep. Guest
Natalie	Joyce	Deputy Chief of Staff for Member Services	Office of the Leader
Derek	Judd	Legislative Director	Office of Rep. Jacobs
Curtis	Kalin	Communications Director	Office of Rep. Budd
Benjamin	Keeler	Communications Director	Office of Rep. Johnson (OH)
Ryan	Kelly	Communications Director	Office of Rep. Mooney
Kate	Kelly	Communications Director	Office of Rep. Kustoff
Blaine	Kelly	Communications Director	Office of Rep. Carey
Jazmine	Kemp	Communications Director	Office of Rep. Johnson (SD)
Drew	Kennedy	Legislative Director	Office of Rep. Wilson
Brian	Kennedy	Legislative Director	Office of Rep. Herrell
John	Kennedy	Communications Director	Office of Rep. Massie
Will	Kiley	Communications Director	Office of Rep. Miller-Meeks
Ed	Kim	Legislative Director	Office of Rep. Moolenaar
Erik	Kinney	Legislative Director	Office of Rep. McClain
Matthew	Knoedler	Press Secretary	Office of Rep. Kelly (PA)
Kevin	Knoth	Communications Director	Office of Rep. Hartzler
John	Kolb	Legislative Director	Office of Rep. Salazar
Steve	Koncar	Legislative Director	Office of Rep. Mast
Allie	Kotsovos (Humes)	Member Services Coordinator	Office of the Leader
Dan	Kranz	Communications Director	Office of Rep. Katko
Jeff	Kratz	Legislative Director	Office of Rep. Bacon
Elise	Krekorian	Legislative Director	Office of Rep. Duncan

Jason	Kroitor	Legislative Director	Office of Rep. Rose
Jay	Kronzer	Legislative Director	Office of Rep. Green
Jeffrey	Kuckuck	Legislative Director	Office of Rep. Emmer
Taylor	LaJoie	Legislative Director	Office of Rep. Greene
Alex	Lanfranconi	Communications Director	Office of Rep. Rutherford
Hillary	Lassiter	Legislative Director	Office of Rep. Pence
Alexandra	Lavy	Communications Director	Office of Rep. LaMalfa
Will	Layden	Deputy Staff Director	House Committee on Natural Resources
Paige	Lindgren	Communications Director	Office of Rep. Gonzales (TX)
Lindsay	Linhares	Legislative Director	Office of Rep. Letlow
Austin	Livingston	Communications Director	Office of Rep. Norman
Elizabeth	Lloyd	Legislative Director	Office of Rep. Johnson (SD)
Ryan	Long	Senior Policy Advisor	Office of the Leader
James	Longley	Legislative Director	Office of Rep. Fitzpatrick
Nadgey	Louis-Charles	Communications Director	Office of Rep. Ferguson
Hunter	Lovell	Press Secretary	Office of Rep. Scalise
Chavonne	Ludick	Press Secretary	Office of Rep. McMorris Rodgers
Nick	Lunneborg	Legislative Director	Office of Rep. Fischbach
Faith	Mabry	Communications Director	Office of Rep. Valadao
Scott	Mackenzie	Legislative Director	Office of Rep. Webster
Nate	Madden	Communications Director	Office of Rep. Roy
Brittany	Madni	Deputy Chief of Staff/Legislative Director	Office of Rep. Hinson
Cam	Madsen	Legislative Director	Office of Rep. Stewart
Chris	Malen	Legislative Director	Office of Rep. Gonzales (TX)
Nicole	Manley	Legislative Director	Office of Rep. Cline
Michael	Mansour	Deputy Chief of Staff	Office of Rep. Kinzinger
Eli	Mansour	Communications Director	Office of Rep. Stauber
Michael	Martin	Deputy Chief of Staff & Legislative Director	Office of Rep. Jackson
John	Martin	Workforce Policy Director	Committee on Education and Workforce

Travis	Martinez	Legislative Director	Office of Rep. Newhouse
Brittany	Martinez	Press Secretary	Office of Rep. McCarthy
Hannah	Matesic	Communications Director	House Committee on Education and Labor
Sarah	Matthews	Communications Director	House Committee on Climate Crisis
Josh	Maxwell	Policy Director	House Committee on Agriculture
Erin	McBride	Communications Director	Office of Rep. Rouzer
Taylor	McCarty	Communications Director	House Committee on Agriculture
Knox	McCutchen	Director of Communications	Office of Rep. Bentz
Abby	McHan	Legislative Director	Office of Rep. Cloud
Chris	McNamee	Policy Director	House Committee on Veterans Affairs
Bryan	McVae	Legislative Director	Office of Rep. Foxx
Tim	Medeiros	Legislative Director	Office of Rep. Feenstra
Megan	Medley	Legislative Director	Office of Rep. Aderholt
Zach	Mendelovici	Legislative Director	Office of Rep. Buck
Andrew	Meyer	Legislative Director	Office of Rep. Cheney
Theresa	Meyer	Press Secretary	Office of Rep. Emmer
Dan	Meyer	Chief of Staff	Office of the Leader
Emily	Michael	Legislative Director and Counsel	Office of Rep. Griffith
Chad	Michaels	Legislative Director	Office of Rep. Schweikert
Jake	Middlebrooks	Legislative Director	Office of Rep. LaTurner
Katie	Milner	Communications Director	Office of Rep. Baird
Annie	Minkler	Deputy Floor Director	Office of the Whip
Maddie	Mitchell	Legislative Director	Office of Rep. Hollingsworth
Alye	Mlinar	Policy Advisor	Office of the Whip
Carter	Moelk	Communications Director	Office of Rep. Hollingsworth
Janet	Montesi	Communications Director	Office of Rep. Brady
Dylan	Moore	Legislative Director	Office of Rep. Bucshon
Chas	Morrison	Legislative Director	Office of Rep. Gallagher
Elizabeth	Mount	Member Services and Operations Assistant	House Republican Conference

Ben	Mullany	Communications Director	Office of Rep. Joyce (PA)
Jake	Murphy	Communications Director	Office of Rep. Zeldin
Cullen	Murphy	Staff Assistant	Office of the Leader
Nicole	Myers	Communications Director	Office of Rep. Sessions
Jeff	Naft	Speechwriter	Office of the Whip
Dennis	Nalls	Floor Assistant	Office of the Whip
Claire	Nance	Communications Director	Office of Rep. Westerman
Ben	Napier	Director of Floor Operations	Office of the Whip
Doug	Nation	Legislative Director	Office of Rep. McHenry
Alexandra	Naughton	Communications Director	Office of Rep. Bost
Casey	Nelson	Communications Director	Office of Rep. Jackson
Valerie	Nelson	Communications Director	Office of Rep. Granger
Sarah	Newsome	Press Secretary	Office of Rep. Wittman
Bryan	Nichols	Communications Director/ Field Representative	Office of Rep. Graves (MO)
Mattie	Nicholson	Communications Director	Office of Rep. Good
Corey	Noble	Deputy Communications Director	Office of Rep. Posey
Ben	Nyce	Policy Advisor	House Republican Conference
Nick	O'Boyle	Deputy Chief of Staff/Legislative Director	Office of Rep. Estes
James	O'Brien	Legislative Director	Office of Rep. Brady
Richie	O'Connell	Legislative Director	Office of Rep. Calvert
Erin	O'Malley	Communications Director	Office of Rep. Miller (IL)
Kevin	O'Keefe	Legislative Director	Office of Rep. Keller
Hannah	Osantowske	Communications Director	Office of Rep. Pence
Claire	Osborn	Legislative Director	Office of Rep. Barr
Jay	Ostrich	District Director/Communications Director	Office of Rep. Perry
Marieli	Padro	Communications Director	Office of Rep. González-Colón
Riley	Pagett	Legislative Director	Office of Rep. Mann
Ali	Pardo Black	Communications Director	House Republican Conference

Charyssa	Parent	Media Affairs	House Republican Conference
Susan	Parker	Communications Director	Office of Rep. Kelly (MS)
Rachel	Partlow	Digital Media Manager	Office of Rep. Burchett
Twinkle	Patel	Legislative Director	Office of Rep. Steube
Brian	Patrick	Communications Director	Office of Rep. Huizenga
Laura	Peavey	Press Secretary	House Committee on Financial Services
Max	Pedrotti	Legislative Director	Office of Rep. Miller (WV)
Breely	Peterson	Communications Director	Office of Rep. Turner
Rob	Pillow	Communications Director	Office of Rep. Guest
Hilary	Pinegar	Legislative Director	Office of Rep. Smith (MO)
Phillip	Pinegar	Legislative Director	Office of Rep. Spartz
Michael	Plummer	Communications Director	Office of Rep. Allen
Andrea	Porwoll	Communications Director	House Committee on Administration
Jessica	Powell	Legislative Director	Office of Rep. Womack
Megan	Quinn	Press Secretary	Office of Rep. Palazzo
Mitch	Rabalais	Communications Director	Office of Rep. Letlow
Chrissy	Rabuse	Legislative Director	Office of Rep. Miller (IL)
Lindsay	Ratliff	Deputy Chief of Staff	Office of Rep. Banks
Mark	Ratner	Deputy Chief of Staff and Legislative Director	Office of Rep. Upton
John	Rauber	Communications Director	Office of Rep. LaHood
Scott	Rausch	Deputy Chief of Staff & Legislative Director	Office of Rep. Garbarino
Trevor	Ray	Legislative Director	Office of Rep. Van Drew
Russ	Read	Communications Director	Office of Rep. Franklin
Eric	Reath	Press Secretary	Office of Rep. Smucker
Sarah	Reese	Press Secretary	Office of Rep. Babin
Bart	Reising	Director of Member Services	Office of the Whip
Lisa	Reynolds	Communications Director	Office of Rep. Weber
Mary Ellen	Richardson	Legislative Director	Office of Rep. LaHood

Sara	Roberston	Communications Director	Office of Rep. Crawford
Zach	Roberts	Legislative Director	Office of Rep. Scott
Jim	Robertson	Senior Legislative Assistant	Office of Rep. Stefanik
Jamie	Robinette	Legislative Director	Office of Rep. Wagner
Brent	Robinson	Deputy Chief of Staff/Legislative Director	Office of Rep. Wittman
Nick	Rockwell	Legislative Director	Office of Rep. Thompson
Mike	Rorke	Press Secretary	Office of Rep. Walberg
Janet	Rossi	Legislative Director	Office of Rep. Westerman
Travis	Rowland	Legislative Director & Counsel	Office of Rep. Bishop
Hannah	Russell	Legislative Director	Office of Rep. DesJarlais
Dave	Russell	Deputy Chief of Staff/Communications Director	Office of Rep. Moolenaar
Jeff	Sagnip	District Director/Communications Director	Office of Rep. Smith (NJ)
Justine	Sanders	Communications Director	Office of Rep. Rogers (AL)
Adeline	Sandridge	Communications Director	Office of Rep. Cammack
Abbey	Schieffer	Deputy Communications Director	Office of Rep. Bacon
Patrick	Schilling	Legislative Director	Office of Rep. Perry
Meghan	Schmidtlein	Legislative Director	Office of Rep. Luetkemeyer
Eric	Schmitz	Coalitions Coordinator	Office of the Whip
Dan	Schneider	Communications Director	Office of Rep. Hill
Libby	Schroeder	Press Secretary	Office of Rep. Taylor
Martin	Schultz	Legislative Director	Office of Rep. Walorski
Katherine	Sears	Communications Director	Office of Rep. Joyce (OH)
Cassandra	Sebastian	District Communications Director	Office of Rep. Lamborn
John	Seibels	Communications Director	Office of Rep. Mace
Sophie	Seid	Communications Director	Office of Rep. Hinson
Sarah	Selip	Communications Director	Office of Rep. Hice
Leslie	Sheed	Communications Director	House Committee on Foreign Affairs
Ashley	Shelton	Legislative Director	Office of Rep. Crawford

Cam	Shepherd	Legislative Director	Office of Rep. Allen
Olivia	Shields	Communications Director	House Committee on Energy and Commerce
Clay	Shoemaker	Communications Director	Office of Rep. Bishop
Clark	Siddle	Communications Director	Office of Rep. Balderson
Alexia	Sikora	Communications Director	Office of Rep. Womack
Kaitlynn	Skoog	Legislative Director	Office of Rep. Mullin
Alison	Slagell	Deputy Chief of Staff	Office of Rep. Lucas
Trevor	Smith	Legislative Director	Office of Rep. McCarthy
Alex	Smith	Legislative Director	Office of Rep. Donalds
Burke	smith	Legislative Director	Office of Rep. Joyce (OH)
Heather	Smith	Communications Director	Office of Rep. Timmons
Matt	Smith	Communications Director	Office of Rep. Comer
Danielle	Smoot	Communications Director	Office of Rep. Rogers (KY)
Joseph	Snider	Communications Director	Office of Rep. Wilson
Timothy	Soster	Communications Director	Office of Rep. Smith (MO)
David	Sours	Chief of Staff	Office of the Chief Deputy Whip
Tristan	Southard	Legislative Director	Office of Rep. Katko
Allen	Souza	Senior Policy Advisor	Office of the Leader
Matt	Sparks	Head of Communications	Office of the Leader
Jenna	Spealman	Deputy Staff Director	House Committee on Budget
Brittan	Specht	Senior Policy Advisor	Office of the Leader
Laura	Stagno	Legislative Director	Office of Rep. Carl
Richard	Stanton	Legislative Director	Office of Rep. Radewagen
Greg	Steele	Communications Director	Office of Rep. Hudson
Peter	Stein	Senior Legislative Aid	Office of Rep. Harshbarger
Courtney	Stevens	Senior Advisor	Office of Rep. Palazzo
Danielle	Stewart	Deputy Chief of Staff/Communications Director	Office of Rep. Steel

Maddison	Stone	Press Secretary	Office of Rep. Thompson
Melissa	Stooksbury	Press Secretary	Office of Rep. Cole
Ben	Stout	Deputy Chief of Staff/Communications Director	Office of Rep. Boebert
Nick	Strader	Chief of Staff/Legislative Director	Office of Rep. Bentz
Callie	Strock	Communications Director	Office of Rep. Kim
Hannah	Strub	Legislative Director	Office of Rep. Rutherford
AJ	Sugarman	Policy Advisor	Office of the Whip
Georgeanna	Sullivan	Communications Director	Office of Rep. Luetkemeyer
Tim	Svoboda	Deputy Chief of Staff/Communications Director	Office of Rep. Grothman
Phillip	Swagel	Director	Congressional Budget Office
Conner	Swanson	Communications Director	Office of Rep. Armstrong
Chris	Sweet	Legislative Director	Office of Rep. Diaz-Balart
Angela	Swinson	Director of Communications	Office of Rep. Gohmert
Michael	Taggart	Policy Director	House Committee on Energy and Commerce
Sarah	Talmage	Legislative Director	Office of Rep. Zeldin
Shaun	Taylor	Legislative Director	Office of Rep. Fallon
Charlotte	Taylor	Communications Director	Office of Rep. Bucshon
Emily	Taylor	Communications Director	Office of Rep. Meijer
Daniel	Tellez	Digital Director	Office of Rep. Fulcher
Trevor	TenBrink	Legislative Director	Office of Rep. Huizenga
Elissa	Tew	Communications Director	Office of Rep. Buck
Taylor	Theodossiou	Press Secretary	Office of Rep. McHenry
James	Thomas	Legislative Director	Office of Rep. Lamborn
Jett	Thompson	Legislative Director	Office of Rep. Bice
Emma	Thomson	Communications Director	Office of Rep. Walorski
Sadie	Thorman	Communications Director	Office of Rep. Steube
Daniel	Tidwell	Legislative Director	Office of Rep. Fleischmann

Michaela	Todd	Press Secretary	Office of Rep. Mann
Nicholas	Tortorici	Legislative Director/Deputy Chief of Staff	Office of Rep. Armstrong
Matthew	Tragesser	Communications Director	Office of Rep. Biggs
Catherine	Treadwell	Legislative Director	Office of Rep. Cawthorn
Claire	Trokey	Legislative Director	Office of Rep. Scalise
Charlie	Truxal	Legislative Director	Office of Rep. Franklin
Matt	Tucker	Deputy Chief of Staff/ Legislative Director	Office of Rep. Joyce (PA)
Caroline	Tucker	Communications Director	Office of Rep. Moore (UT)
Will	Turner	Legislative Director	Office of Rep. Garcia
Joel	Valdez	Communications Director	Office of Rep. Gaetz
Valentina	Valenta	Legislative Director	Office of Rep. Posey
EJ	Valentine	Legislative Director	Office of Rep. Gimenez
Madison	Van Every	Deputy Chief of Staff/Legislative Director	Office of Rep. Mace
Alexa	Vance	Communications Director	Office of Rep. Reschenthaler
Alex	Vanderford	Communications Director	Office of Rep. DesJarlais
Matt	VanHyfte	Communications Director	House Committee on Small Business
Heather	Vaughan	Communications Director	House Committee on Science, Space and Technology
Jonathan	Vecchi	Legislative Director/Deputy Chief of Staff	Office of Rep. Bilirakis
Noelle	Verhelst	Legislative Director	Office of Rep. Smucker
Mary	Vigil	Legislative Director/Senior Policy Advisor	Office of Rep. Smith (NJ)
Sarah Anne	Voyles	Communications Director	Office of Rep. Burgess
Jake	Vreeburg	Policy Director	House Republican Conference
Rob	Wagener	Legislative Director	Office of Rep. Fitzgerald
Rachel	Walker	Communications Director	House Committee on Intelligence
Nikki	Wallace	Communications Director/District Director	Office of Rep. Simpson
Luke	Wallwork	Legislative Director	Office of Rep. Murphy
Maggie	Ward	Legislative Director	Office of Rep. Turner
Lauren	Weber	Press Secretary	Office of Rep. Fischbach

Robby	Wehagen	Deputy Chief of Staff	Office of Rep. Carter (GA)
Zachary	Weidlich	Communications Director	Office of Rep. Carl
Laura	Weldon	Legislative Director	Office of Rep. Taylor
Sam	West	Senior Legislative Assistant	Office of Rep. Kelly (PA)
Grayson	Westmoreland	Deputy Chief of Staff	Office of Rep. Higgins
Craig	Wheeler	Communications Director	Office of Rep. Herrera Beutler
Connor	White	Legislative Director	Office of Rep. Davidson
Allie	White	Legislative Director	Office of Rep. Ferguson
Grace	White	Communications Director	Office of Rep. Steil
Ian	Whitson	Legislative Director	Office of Rep. Rouzer
Calla	Wickenhauser	Communications Assistant (DC)	Office of Rep. Davis
Jenn	Wickre	Policy Director	House Committee on Science, Space and Technology
Jeff	Wieand	Counsel	Office of the Whip
Jonathan	Wilcox	Communications Director	Office of Rep. Issa
Haley	Wilson	Legislative Director	Office of Rep. Rogers (AL)
Laura	Wilson	Legislative Director	Office of Rep. Johnson (OH)
David	Winfrey	Legislative Director	Office of Rep. Granger
Kelsey	Wolfgram	Senior Legislative Assistant	Office of Rep. Burchett
Jordan	Wood	Legislative Director	Office of Rep. Gooden
Emily	Wood	Press Secretary	Office of Rep. Duncan
Maggie	Woodin	Legislative Director	Office of Rep. Meijer
Joshua	Woodward	Legislative Director	Office of Rep. Cammack
Dan	Wunderlich	Communications Director	Office of Rep. Schweikert
Rob	Yavor	Policy Director	House Committee on Small Business
Dominique	Yelinski	Legislative Director	Office of Rep. Hern
Alex	Yost	Legislative Director	Office of Rep. Owens
Ryan	Young	Legislative Director	Office of Rep. Sessions
Lauren	Ziegler	Legislative Director	Office of Rep. Babin

Mac	Zimmerman	Legislative Director	Office of Rep. Tiffany
Nate	Zimpher	Legislative Director	Office of Rep. Balderson
Johnny	Zwaanstra	Legislative Director	Office of Rep. Lesko

Report name: Attendance Report (House Staff for Ethics)

Report date: 06/09/2022

Event name: 2022 Legislative and Communication Directors Conference

First Name	Last Name	Institution	Job Title
Anna	Adamian	Office of Rep. Harris	Press Secretary
Alex	Attebery	House Committee on Appropriations	Deputy Communications Director
Kevin	Baird	Office of Rep. Griffith	Communications Director
Shawn	Balcomb	Office of Rep. Salazar	Communications Director
Natalie	Baldassarre	Office of Rep. Malliotakis	Communications Director
Wade	Ballou	House Office of the Legislative Counsel	Legislative Counsel
Noah	Barger	Office of Rep. Bost	Legislative Director
Nathan	Barker	Rep. Jody Hice	Legislative Director
Nick	Barley	Office of Rep. Keller	Communications Director
Zach	Barnett	Office of Rep. Graves (LA)	Communications Manager
Brian	Bates	Office of Rep. Gibbs	Legislative Director
Christopher	Bayles	Office of Rep. Palmer	Senior Legislative Assistant
Lyssa	Bell	Office of Rep. Pfluger	Communications Director
Evan	Bender	Office of Rep. Nehls	Legislative Director
Chris	Bien	Office of the Leader	Deputy Director of Floor Operations
Jeff	Bishop	Office of Rep. Staubert	Deputy Chief of Staff
Summer	Blevins	Office of Rep. Bilirakis	Deputy Chief of Staff/Press Secretary
Barbara	Boland	Office of Rep. Wenstrup	Communications Director
Patrick	Bond	Office of Rep. Lucas	Communications Director
Rich	Booker	Office of Rep. Long	Press Secretary
Francis	Brennan	House Republican Conference	Rapid Response Director
Palmer	Brigham	Office of Rep. Stefanik	Communications Director
Arthur	Bryant	Office of Rep. Wagner	Communications Director
Daniel	Buchell	Office of Rep. Spartz	Communications Director
Laynee	Buckels	Office of Rep. Weber	Communication Director

Courtney	Butcher	House Republican Conference	Member Services Director
John	Caddock	Office of Rep. Mooney	Legislative Director
Aaron	Calkins	Office of Rep. Biggs	Legislative Director
Kyle	Campbell	Office of Rep. McClintock	Legislative Director
Samantha	Cantrell	Office of Rep. Miller (WV)	Deputy Communications Director
Emily	Carlin	Office of Rep. Obernolte	Communications Director, Senior Advisor
Collin	Carr	Office of Rep. Loudermilk	Deputy Chief of Staff/ Legislative Director
Machalagh	Carr	Office of the Leader	General Counsel
Colleen	Castle	Office of Rep. Hartzler	Legislative Director
Steve	Castor	House Committee on the Judiciary	General Counsel
Anne Marie	Chotivacs	House Committee on Appropriations	Staff Director
Nick	Christensen	House Committee on Transportation and Infrastructure	Director of Member Services
Alex	Cisneros	Office of Rep. Kim	Legislative Director
Ken	Clifford	Office of Rep. Steel	Legislative Director
Adam	Cloch	Office of Rep. Curtis	Communications Director
Sarah	Coffman	Office of Rep. Corner	Legislative Director
Andrea	Coker	Office of Rep. Van Duyne	Communications Director
Michael	Comer	Office of the Whip	Deputy Communications Director
Elisabeth	Conklin	Communication Standards Commission	Director
Kris	Cook	Office of Rep. Palmer & House Republican Policy Committee	Communications Director
Sarah	Corley	Office of Rep. Cole / House Rules Committee	Director of Strategic Communications
Charles	Correll	Office of the Leader	Speechwriter
Alex	Crane	Office of Rep. Fitzgerald	Communication Director
Miranda	Dabney	Office of Rep. Hern	Communications Director
Mike	Davin	Office of Rep. Latta	Legislative Director
Charlotte	Davis	Office of Rep. Steil	Senior Legislative Assistant
Jordan	Dayar	Office of the Leader	Cloakroom Assistant

Anne	DeCesaro	Select Committee on Economic Disparity and Fairness in Growth	Republican Policy Director
Michael	DeFilippis	Office of Rep. Malliotakis	Legislative Director
Britney	Dickerson	Office of Rep. Harshbarger	Communications Director
Ross	Dietrich	Office of Rep. González-Colón	Legislative Director
Matthew	Diller	House Committee on Rules	Policy Director
Ryan	Dilworth	Office of Rep. Van Duynes	Legislative Director
Halee	Dobbins	Office of Rep. Williams	Communications Director
Emily	Domenech	Office of the Leader	Senior Policy Advisor
Jordan	Dunn	Office of Rep. Gallagher	Communications Director
Katie	Dwyer	Office of Rep. Carey	Legislative Director
Russell	Dye	Office of Rep. Jordan	Communications Director
Ben	Elleson	Office of Rep. Long	Deputy Chief of Staff/Legislative Director
Max	Engling	Office of the Leader	Deputy Director of Member Services
Alex	Enlow	Office of Rep. Scott	Communications Director
Michele	Exner	Office of the Leader	Communications Director
Grace	Farmer	Office of Rep. Mullin	Press Secretary
Chris	Fernandez	Office of Rep. Boebert	Legislative Director
Lauren	Fine	Office of the Whip	Communications Director
Amanda	Fitzmorris	Office of Rep. Newhouse	Communications Director
Kristin	Flukey	Office of Rep. McMorris Rodgers	Senior Legislative Assistant
Harry	Fones	Select Committee on Economic Disparity and Fairness in Growth	Communication Director
J.P.	Freire	House Committee on Ways and Means	Communications Director
Dylan	Frost	Office of Rep. Hill	Legislative Director
Austin	Gage	Office of Rep. Hal Rogers (KY)	Legislative Director and Counsel
Steven	Gaier	Office of the Leader	Senior Policy Advisor and Counsel
Kate	Giaquinto	Office of Rep. McKinley	Communications Director
Savannah	Glasgow	Office of Rep. Buchanan	Press Secretary

Eliana	Goodman	Office of Rep. Kustoff	Legislative Director
Emma	Hall	Office of Rep. Owens	Communications Director
Steve	Hansen	Office of Rep. Tenney	Communications Director
Jon	Harder	Office of Rep. Graves (MO)	Digital Director
Wesley	Harkins	Office of Rep. Bice	Communications Director
Tiffany	Haverly	Office of Rep. Smith (NE)	Communications Director
Jake	Hilkin	Office of Rep. Norman	Legislative Director
Preston	Hill	Office of the Leader	Policy Advisor
Ryan	Hofmann	House Republican Conference	Policy Advisor
Anna	Holland	House Republican Conference	Deputy Press Secretary
Kelsey	Holt	Office of Rep. Estes	Press Secretary
Rebekah	Hoshiko	House Committee on Natural Resources	Communications Director
Michael	Howard	Office of Rep. LaTurner	Communications Director
Maggie	Howell	Office of the Leader	Graphic Designer
Hannah	Hughes	Office of Rep. Gibbs	Press Secretary
Claire	Hurley	Office of Rep. Latta	Press Secretary
Josh	Jackson	Office of Rep. Smith (NE)	Legislative Director
Kyle	Jacobs	Office of Rep. Miller-Meeks	Legislative Director
Danny	Jativa	Office of Rep. Gimenez	Communications Director
Bradley	Jaye	Office of Rep. Moore (AL)	Communications Director
Amy	Jones	House Committee on Education and Labor	Director of Education and Human Services Policy
Dylan	Jones	Office of Rep. Rose	Communications Director
Elizabeth	Joseph	Office of Rep. Guest	Policy Director
Blaine	Kelly	Office of Rep. Carey	Communications Director
Katharine	Kelly	Office of Rep. Kustoff	Communications Director
Ryan	Kelly	Office of Rep. Mooney	Communications Director
Will	Kiley	Office of Rep. Miller-Meeks	Communications Director
Ed	Kim	Office of Rep. Moolenaar	Legislative Director

Erik	Kimney	Office of Rep. McClain	Legislative Director
Matthew	Knoedler	Office of Rep. Kelly (PA)	Press Secretary
Kevin	Knoth	Office of Rep. Hartzler	Communications Director
Steve	Koncar	Office of Rep. Mast	Legislative Director
Allie	Kotsovos (Humes)	Office of the Leader	Member Services Coordinator
Jeff	Kratz	Office of Rep. Bacon	Legislative Director
Elise	Krekorian	Office of Rep. Duncan	Senior Legislative Assistant
Jason	Kroitor	Office of Rep. Rose	Legislative Director
Jeffrey	Kuckuck	Office of Rep. Emmer	Legislative Director
Hillary	Lassiter	Office of Rep. Pence	Legislative Director
Alexandra	Lavy	Office of Rep. LaMalfa	Communications Director
Will	Layden	House Committee on Natural Resources	Deputy Staff Director
Lindsay	Linhares	Office of Rep. Letlow	Legislative Director
Elizabeth	Lloyd	Office of Rep. Johnson (SD)	Legislative Director
Ryan	Long	Office of the Leader	Senior Policy Advisor
Hunter	Lovell	Office of Rep. Scalise	Press Secretary
Chavonne	Ludick	Office of Rep. McMorris Rodgers	Press Secretary
Nick	Lunneborg	Office of Rep. Fischbach	Legislative Director
Faith	Mabry	Office of Rep. Valadao	Communications Director
Brittany	Madni	Office of Rep. Hinson	Deputy Chief of Staff/Legislative Director
Michael	Mansour	Office of Rep. Kinzinger	Deputy Chief of Staff
John	Martin	House Committee on Education and Labor	Workforce Policy Director
Brittany	Martinez	Office of the Leader	California Press Secretary
Hannah	Matesic	House Committee on Education and Labor	Director of Member Services and Coalitions
Erin	McBride	Office of Rep. Rouzer	Communications Director
Abby	McHan	Office of Rep. Cloud	Legislative Director
Bryan	McVae	Office of Rep. Foxx	Legislative Director
Tim	Medeiros	Office of Rep. Feenstra	Legislative Director
Megan	Medley	Office of Rep. Aderholt	Legislative Director

Theresa	Meyer	Office of Rep. Emmer	Press Secretary
Emily	Michael	Office of Rep. Griffith	Legislative Director
Jake	Middlebrooks	Office of Rep. LaTurner	Legislative Director
Annie	Minkler	Office of the Whip	Deputy Floor Director
Maddie	Mitchell	Office of Rep. Hollingsworth	Legislative Director
Alye	Mlinar	Office of the Whip	Policy Advisor
Carter	Moelk	Office of Rep. Hollingsworth	Communications Director
Charles	Morrison	Office of Rep. Gallagher	Legislative Director
Elizabeth	Mount	House Republican Conference	Member Services and Operations Assistant
Jeff	Naft	Office of the Whip	Communications Advisor
Claire	Nance	Office of Rep. Westerman	Communications Director
Ben	Napier	Office of the Whip	Director of Floor Operations
Casey	Nelson	Office of Rep. Jackson	Communications Director
Valerie	Nelson	Office of Rep. Granger	Communications Director
Sarah	Newsome	Office of Rep. Wittman	Press Secretary
Bryan	Nichols	Office of Rep. Graves (MO)	Communications Director/ Field Representative
Ben	Nyce	House Republican Conference	Policy Advisor
Kevin	O'Keefe	Office of Rep. Keller	Deputy Chief of Staff/Legislative Director
Nick	O'Boyle	Office of Rep. Estes	Deputy Chief of Staff/Legislative Director
Hannah	Osantowski	Office of Rep. Pence	Communications Director
Charyssa	Parent	House Republican Conference	Press Secretary & Director of Media Affairs
Rachel	Partlow	Office of Rep. Burchett	Digital Media Manager
Laura	Peavey	House Committee on Financial Services	Communications Director
Max	Pedrotti	Office of Rep. Miller (WV)	Legislative Director
Breely	Peterson	Office of Rep. Turner	Press Secretary
Hilary	Pinegar	Office of Rep. Smith (MO)	Legislative Director
Phillip	Pinegar	Office of Rep. Baird	Deputy Chief of Staff
Mitch	Rabalais	Office of Rep. Letlow	Communications Director

Scott	Rausch	Office of Rep. Garbarino	Deputy Chief of Staff & Legislative Director
Russ	Read	Office of Rep. Franklin	Communications Director
Eric	Reath	Office of Rep. Smucker	Press Secretary
Matt	Reed	Office of Rep. Aderholt	Press Assistant
Zach	Roberts	Office of Rep. Scott	Legislative Director
Jim	Robertson	Office of Rep. Stefanik	Senior Legislative Assistant
Sara	Robertson	Office of Rep. Crawford	Communications Director
Brent	Robinson	Office of Rep. Wittman	Deputy Chief of Staff/Legislative Director
Mike	Rorke	Office of Rep. Walberg	Press Secretary
David	Russell	Office of Rep. Moolenaar	Deputy Chief of Staff/Communications Director
Hannah	Russell	Office of Rep. DesJarlais	Legislative Director
Abbey	Schieffer	Office of Rep. Bacon	Press Secretary
Eric	Schmitz	Office of the Whip	Coalitions Coordinator
Dan	Schneider	Office of Rep. Hill	Communications Director
Katherine	Sears	Office of Rep. Joyce (OH)	Communications Director
Cassandra	Sebastian	Office of Rep. Lamborn	District Communications Director
Ashley	Shelton	Office of Rep. Crawford	Legislative Director
Cam	Shepherd	Office of Rep. Allen	Legislative Director
Olivia	Shields	House Committee on Energy and Commerce	Communications Director
Clay	Shoemaker	Office of Rep. Bishop	Communications Director
Kaitlyn	Skoog	Office of Rep. Mullin	Legislative Director
Ashley	Smith	Office of Rep. Grothman	Deputy Chief of Staff/Communications Director
Burke	Smith	Office of Rep. Joyce (OH)	Legislative Director
Caleb	Smith	Office of the Leader	Digital Communications Director
Trevor	Smith	Office of Rep. McCarthy	Legislative Director
Laura	Stagno	Office of Rep. Carl	Legislative Director
Greg	Steele	Office of Rep. Hudson	Communications Director

Peter	Stein	Office of Rep. Harshbarger	Senior Legislative Aid
Maddison	Stone	Office of Rep. Thompson	Press Secretary
Melissa	Stooksbury	Office of Rep. Cole	Press Secretary
Benjamin	Stout	Office of Rep. Boebert	Deputy Chief of Staff/Communications Director
Tim	Svoboda	Office of Rep. Grothman	Deputy Chief of Staff/Communications Director
Conner	Swanson	Office of Rep. Armstrong	Communications Director
Charlotte	Taylor	Office of Rep. Bucshon	Communications Director
Shaun	Taylor	Office of Rep. Fallon	Legislative Director
Trevor	TenBrink	Office of Rep. Huizenga	Legislative Director