



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:
2. a. Name of Accompanying Relative: OR None
b. Relationship to Traveler: Spouse Child Other (specify):
3. a. Dates: Departure: Return:
b. Dates at Personal Expense, if any: OR None
4. Departure City: Destination: Return City:
5. Sponsor(s), Who Paid for the Trip:
6. Describe Meetings and Events Attended:

- 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: Cassie Rae Higdon Date:

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

Name of Supervising Member: Date:
Signature of Supervising Member: Marjorie Taylor Greene



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: Conservative Partnership Institute
- Travel Destination(s): Cambridge, MD
- Date of Departure: August 10, 2022 Date of Return: August 11, 2022
- Name(s) of Traveler(s): Attached

*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	\$108.87	\$198	\$98	0
Accompanying Family Member	0	0	0	0

- 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: Ed Corrigan Date: August 23, 2022

Name: Ed Corrigan Title: President and CEO

Organization: Conservative Partnership Institute

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

Address: 300 Independence Ave., SE Washington, D.C. 20003

Email: info@cpi.org Telephone: (202) 742-8988

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

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



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

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

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

Name of Traveler: Cassie Rae Higdon

**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: Cassie Rae Higdon

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

For Staff (name of employing Member or Committee): Congresswoman Marjorie Taylor Greene

Office Address: 1023 Longworth HOB

Telephone Number: 202-225-5211

Email Address of Contact Person: cassie.rae.higdon@mail.house.gov

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

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

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

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





U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Cassie Rae Higdon
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
Conservative Partnership Institute
3. City and State **OR** Foreign Country of Travel : Cambridge, MD
4. a. Date of Departure: August 10, 2022 Date of Return: August 12, 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.**  
I am a Staff Assistant in the House of Representatives and this trip will help to prepare me to do the best work that I can as a Hill staffer
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 Marjorie Taylor Greene Date 7/11/2022



U.S. House of Representatives

# COMMITTEE ON ETHICS

## PRIMARY TRIP SPONSOR FORM

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

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

1. Sponsor who will be paying for the trip:

Conservative Partnership Institute (CPI)

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):

Please see last page attached.

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

6. Date of departure: August 10<sup>th</sup>, 2022 Date of return: August 12<sup>th</sup>, 2022

7. a. City of departure: Washington, D.C.

b. Destination(s): 3675 Deloursey Bridge Rd., Cambridge, MD 21613

c. City of return: Washington, D.C.

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:





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:

*CPI is solely responsible for organizing & conducting this trip. CPI provides regular educational briefings & training sessions to congressional staff. These programs focus on House & Senate operations, communications, & other tools needed by Members of Congress & staff to become better public servants.*

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):

*\$64.60 per day*

2) Provide the reason for selecting the location of the event or trip:

*Location is owned by the trip sponsor CPI, economical, & conducive to education & training.*

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

Hotel Name: Camp Rydin City: Cambridge, MD Cost Per Night: \$99.00

Reason(s) for Selecting: \_\_\_\_\_

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	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	\$ 100	\$198	\$118
For each Accompanying Family Member	N/A	N/A	N/A

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$ 0	\$ 0
For each Accompanying Family Member		

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

19. Check only one:

- a.  I certify that I am an officer of the organization listed below; **OR**
- b.  Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education.

20. I certify by my signature that

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

Signature: Edward Corrigan Date: 07/06/2022  
 Name: Ed Corrigan Title: President & CEO  
 Organization: Conservative Partnership Institute (CPI)  
 Address: 300 Independence Ave. SE Washington, D.C. 20003  
 Email: info@cpi.org Telephone: (202) 595-0282

### 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

August 2, 2022

Ms. Anna C. Higdon  
Office of the Honorable Marjorie Taylor Greene  
1023 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Higdon:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for August 10 to 12, 2022, sponsored by Conservative Partnership Institute, Inc.

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:emw



Question 4:

1. Jennifer Gabb - Rep. Clay Higgins
2. Cassie Rae Higdon - Rep. Marjorie Greene
3. Lauren Graham - Rep. Marjorie Greene
4. Cruz Perez - Rep. Mayra Flores
5. Max Colchin - Rep. Warren Davidson
6. Matt Thompson - Rep. Ken Buck
7. Michelle Harold - Rep. Mike Johnson
8. Teresa Schuster- Rep. Chip Roy
9. Taylor LaJoie - Rep. Marjorie Greene
10. Melissa Braid - House Freedom Caucus
11. Kate LaBorde - Rep. Andy Biggs
12. Ben Stout - Rep. Lauren Boebert
13. James Braid - Rep. Ken Buck

**Question 4:**

1. Darren Dershem - Rep. Madison Cawthorn (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
2. Ian McGrew - Rep. Bob Good (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
3. Jon Arroyo - Rep. Andy Biggs (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
4. Joseph Hungerford - Rep. Boebert (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
5. Vanessa Scott - Rep. Madison Cawthorn (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
6. Andrew LeMay - Rep. Ben Cline (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
7. Logan Sicker - Rep. Michael Cloud (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
8. Clark Roberts - Rep. Scott DesJarlais (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
9. Luke Diel - Rep. Byron Donalds (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
10. Bethany Holden - Rep. Jeff Duncan (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
11. Lori Vogt - Rep. Louie Gohmert (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
12. Jennifer Gabb - Rep. Clay Higgins (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
13. Timothy Dardick - Rep. Alex Mooney (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
14. Alexandra Schindewolf - Rep. Matt Rosendale (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
15. Leah Petree - Rep. Chip Roy (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
16. Maddisen Grimm - Rep. Tom Tiffany (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
17. David Horseley - Rep. Randy Weber (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
18. Claire Alden - Rep. Lance Gooden (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
19. Cassie Rae Higdon - Rep. Marjorie Greene (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)



20. Lauren Graham - Rep. Marjorie Greene (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
21. Lauren Mazurek- Rep. Jason Smith (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
22. Gabriel Ronquillo - Rep. Mayra Flores (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
23. Max Colchin - Rep. Warren Davidson (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
24. Matt Thompson - Rep. Ken Buck (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
25. Michelle Harold - Rep. Mike Johnson (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
26. Lucy Simons - Rep. Jody Hice (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
27. Taylor LaJoie - Rep. Marjorie Greene (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
28. Melissa Braid - House Freedom Caucus (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
29. Kate LaBorde - Rep. Andy Biggs (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)
30. Ben Stout - Rep. Lauren Boebert (*Invited as a Congressional staffer with interest in improving Congressional communications/legislative strategy*)

**Conservative Partnership Institute (CPI) Congressional Staff Assistant Training**  
**August 10<sup>th</sup> – 12<sup>th</sup>, 2022**

**Wednesday, August 10th**

- 9:00 – 11:00 pm**      **Travel from 300 Independence Ave, SE to 3675 Decoursey Bridge Rd, Cambridge, MD 21613**
- 11:00 – 12:00 pm**      **Arrival at CPI Property and Check-in**
- 12:00 – 1:00 pm**      **Lunch and Welcome Session**  
Group introduction, discussions of goals for the training, and discussion of Congressional landscape in 2022.  
*Speaker: James Holland, CPI*
- 1:00 – 3:00 pm**      **SESSION 1: Digging Into House Rules: Part 1**  
A walkthrough of the House floor, Committee of the Whole & the House, House calendars, and the discharge calendar.  
*Speaker: Garrett Bess, Heritage Action for America (HAFA)*
- 3:00 – 3:30 pm**      **Break**
- 3:30 – 5:30 pm**      **SESSION 2: Digging Into House Rules: Part 2**  
The Rules Committee, Rights of the Minority, amendments, germaneness as a concept, and resolving differences between the House & Senate.  
*Speaker: Garrett Bess, HAFA*
- 5:30 – 6:00 pm**      **Break**
- 6:00 – 7:00 pm**      **Dinner and Special Presentation: “Using the Rules as a Staffer”**  
A view into the use of House rules by a former and current staffer and how to optimize the rules to maximize your boss’ effectiveness.  
*Speaker: Ed Corrigan, CPI & Taylor LaJoie, Rep. Greene*

**Thursday, August 11th**

- 9:00 – 9:30 am**      **Breakfast Buffet**
- 9:30 – 11:30 am**      **SESSION 3: Overview of a Congressional Office**  
A Congressional Chief of Staff and Communications Director will outline the typical structure of a congressional office, highlighting the differences between roles and how they effectively work together.  
*Speaker: James Braid, Rep. Buck & Ben Stout, Rep. Boebert*



- 11:30 – 12:00 pm**      **Break**
- 12:00 – 1:30 pm**      **WORKSHOP: *Intro to Congressional Writing***  
An overview of Congressional writing strategies and formats (op-eds, speeches, press releases, office memos) featuring collaborative exercises to train staff to effectively convey their boss' agenda.  
*Speakers: Mike Connolly, Inklings Communications*
- 1:30 – 3:00 pm**      **Lunch Lecture: Policy, Communications, and Successfully Working Together**  
Veteran communications and policy staff discuss the differentiation between policy and communication roles and how to have a successful working relationship between the two to achieve goals.  
*Speakers: Ed Corrigan, CPI & Melissa Brown, House Freedom Caucus (HFC)*
- 3:00 – 3:30 am**      **Break**
- 3:30 – 5:00 pm**      **SESSION 4: How to be an Effective Congressional Staffer**  
A Congressional Chief of Staff will lead a lesson highlighting the skills required to be effective within each role within a Congressional office.  
*Speakers: Kate LaBorde, Rep. Biggs*
- 5:00 – 6:00 pm**      **Dinner and Guest Lecture: Preparing as a Staffer for the 118th Congress**  
Guest lecture focused on preparing for the 118th Congress, including a discussion of issues that may arise if there is a transition to a new majority party, and final thoughts.  
*Speakers: Wade Miller, Center for Renewing America*

**Saturday, August 12th**

**9:30 am**                      **Breakfast & Checkout**

**10:00 am – 12:00 pm** **Travel from 3675 Decoursey Bridge Rd, Cambridge, MD 21613 to 300 Independence Ave., SE**

**Conservative Partnership Institute (CPI) Congressional Staff Assistant Training**  
**August 10<sup>th</sup> – 11<sup>th</sup>, 2022**

**Wednesday, August 10th**

- 9:00 – 11:00 am**      **Travel from 300 Independence Ave, SE to 3675 Decoursey Bridge Rd, Cambridge, MD 21613**
- 11:00 – 12:00 pm**      **Arrival at CPI Property and Check-in**
- 12:00 – 12:30 pm**      **Lunch and Welcome Session**  
Group introduction, discussions of goals for the training, and discussion of Congressional landscape in 2022.  
*Speaker: James Holland, CPI*
- 12:30 – 2:30 pm**      **SESSION 1: Digging Into House Rules: Part 1**  
A walkthrough of the House floor, Committee of the Whole & the House, House calendars, and the discharge calendar.  
*Speaker: Garrett Bess, Heritage Action for America (HAFA)*
- 2:30 – 3:00 pm**      **Break**
- 3:00 – 5:00 pm**      **SESSION 2: Digging Into House Rules: Part 2**  
The Rules Committee, Rights of the Minority, amendments, germaneness as a concept, and resolving differences between the House & Senate.  
*Speaker: Garrett Bess, HAFA*
- 5:00 – 6:00 pm**      **Break**
- 6:00 – 7:00 pm**      **Dinner and Guest Lecture: Preparing as a Staffer for the 118th Congress**  
  
A guest lecture focused on preparing for the 118th Congress, including a discussion of issues that may arise if there is a transition to a new majority party in Congress.  
*Speakers: Wade Miller, Center for Renewing America & Taylor LaJoie, Rep. Greene*

**Thursday, August 11th**

- 9:00 – 9:30 am**      **Breakfast Buffet**
- 9:30 – 11:30 am**      **SESSION 3: Overview of a Congressional Office**  
A Congressional Chief of Staff and Communications Director will outline the typical structure of a congressional office, highlighting the differences between roles and how



they effectively work together.

*Speaker: James Braid, Rep. Buck & Ben Stout, Rep. Boebert*

**11:30 – 12:00 pm**      **Break**

**12:00 – 1:30 pm**      **WORKSHOP: *Intro to Congressional Writing***

An overview of Congressional writing strategies and formats (op-eds, speeches, press releases, office memos) featuring collaborative exercises to train staff to effectively convey their boss' agenda.

*Speakers: Matt Grinney, SIFMA (Securities Industry and Financial Markets Association)*

**1:30 – 2:30 pm**      **Lunch Lecture: Policy, Communications, and Successfully Working Together**

Veteran communications and policy staff discuss the differentiation between policy and communication roles and how to have a successful working relationship between the two to achieve goals.

*Speakers: James Braid, Rep. Buck and Melissa Brown, House Freedom Caucus (HFC)*

**2:30 – 3:30 pm**      **Break**

**3:30 – 5:00 pm**      **SESSION 4: How to be an Effective Congressional Staffer**

A Congressional Chief of Staff will lead a lesson highlighting the skills required to be effective within each role within a Congressional office.

*Speakers: Kate LaBorde, Rep. Biggs*

**5:00 – 6:00 pm**      **Dinner and Special Presentation: “Using the Rules as a Staffer”**

A view into the use of House rules by a former and current staffer and how to optimize the rules to maximize your boss' effectiveness.

*Speakers: Taylor LaJoie, Rep. Greene*

**6:00 – 7:00 pm**      **Checkout**

**7:00 – 9:00 pm**      **Travel from 3675 Decoursey Bridge Rd, Cambridge, MD 21613  
to 300 Independence Ave., SE**