



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@cpo.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.

HAND-IVERED

LEGISLATIVE RESOURCE CENTER
OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES
AUG 23 PM 2:28

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

Conservative Partnership Institute (CPI) Congressional Staff Assistant Training
August 10th – 11th, 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