



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: Reilly Richardson
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: March 2, 2023 Return: March 4, 2023
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington, DC Destination: Cambridge, MD Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Conservative Partnership Institute
6. Describe Meetings and Events Attended:
 Sessions with various communications professionals that highlighted best practices and ways to be effective in our roles on Capitol Hill.
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: Date: 03/14/2023

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: Congresswoman Jen Kiggans Date: 3/14/2023

Signature of Supervising Member:



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SPONSOR POST-TRAVEL DISCLOSURE FORM

Original Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) who paid for the trip: Conservative Partnership Institute
2. Travel Destination(s): Cambridge, MD
3. Date of Departure: March 2, 2023 Date of Return: March 4, 2023
4. Name(s) of Traveler(s): See attached.

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

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$0	\$198	\$116	\$0
Accompanying Family Member	\$0	\$0	\$0	\$0

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box.

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

Signature: Ed Corrigan Date: 03/10/2023

Name: Ed Corrigan Title: President & 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, DC 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.



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TRAVELER FORM

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

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

Name of Traveler: Reilly Richardson

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

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

Signature: 

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Congresswoman Jen Kiggins

Office Address: 1037 Longworth House Office Building Washington, DC 20515

Telephone Number: (202) 225-4215

Email Address of Contact Person: reilly.richardson@mail.house.gov

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

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

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

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



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TRAVELER FORM

1. Name of Traveler: Reilly Richardson
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: March 2, 2023 Date of Return: March 4, 2023
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.
As a Press Secretary, this trip will allow me to deepen and improve my communications skills, as well as further develop my professional network to work more effectively with other communicators.
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

[Handwritten Signature]

Date

2/1/23



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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:
Conservative Partnership 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):
5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: March 2, 2023 Date of return: March 4, 2023
7. a. City of departure: Washington, D.C.
b. Destination(s): Cambridge, MD
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:



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10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*
11. **Check only one of the following:**
 a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box; OR*
 b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:
 See attached.
13. **Answer parts a and b. Answer part c if necessary:**
 a. Mode of travel: Air Rail Bus Car Other (specify: _____)
 b. Class of travel: Coach Business First Charter Other (specify: _____)
 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):
 The per day cost of meals will be approximately \$59.
 2) Provide the reason for selecting the location of the event or trip:
 Location is owned by trip sponsor CPI, economical, and conducive to education and training.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
 Hotel Name: Decoursey Bridge Road City: Cambridge, MD Cost Per Night: \$99
Location is owned by trip sponsor CPI, economical, and conducive to education and training.
 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.*



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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	\$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	N/A	N/A

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

19. Check only one:

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

20. I certify by my signature that

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

Signature: James P. Holland Date: 1/26/2023
 Name: James P. Holland Title: Director of Ex. Relations
 Organization: Conservative Partnership Institute
 Address: 300 Independence Avenue, SE, Washington, DC 20003
 Email: jholland@cpi.org Telephone: (630) 707-2284

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

Question 4.

1. Anna Adamian, Rep. Andy Harris (*Invited as a communications professional and interest in improving Congressional communications strategy*)
2. Lyssa Bell, Rep. August Pfluger (*Invited as a communications professional and interest in improving Congressional communications strategy*)
3. Emma Settle, Rep. Jody Hice (*Invited as a communications professional and interest in improving Congressional communications strategy*)
4. Adam Cloch, Rep. John Curtis (*Invited as a communications professional and interest in improving Congressional communications strategy*)
5. Mary Beth Burns, Rep. August Pfluger (*Invited as a communications professional and interest in improving Congressional communications strategy*)
6. Reilly Richardson, ~~_____~~ ^{Congresswoman Jen Kiggans} (*Invited as a communications professional and interest in improving Congressional communications strategy*)
7. Megan Quinn, Rep. Mike Carey (*Invited as a communications professional and interest in improving Congressional communications strategy*)
8. Taylor Hulsey, Rep. Troy Nehls (*Invited as a communications professional and interest in improving Congressional communications strategy*)
9. Olivia Tripodi, Rep. Stephanie Bice (*Invited as a communications professional and interest in improving Congressional communications strategy*)
10. Ian McGrew, Rep. Bob Good (*Invited as a communications professional and interest in improving Congressional communications strategy*)
11. Zach Brave, Rep. Burgess Owens (*Invited as a communications professional and interest in improving Congressional communications strategy*)
12. Nick Sabin, Rep. Tom Emmer (*Invited as a communications professional and interest in improving Congressional communications strategy*)
13. Natalie Parks, House Conference (*Invited as a communications professional and interest in improving Congressional communications strategy*)
14. Austin Higginbotham, Rep. Pat Fallon (*Invited as a communications professional and interest in improving Congressional communications strategy*)

15. Bethany Holden, Rep. Jeff Duncan (*Invited as a communications professional and interest in improving Congressional communications strategy*)
16. Andrew Brennan, Rep. Rudy Yakym (*Invited as a communications professional and interest in improving Congressional communications strategy*)
17. Kelsey Holt, Rep. Ron Estes (*Invited as a communications professional and interest in improving Congressional communications strategy*)
18. Julie Singleton, Rep. Rich McCormick (*Invited as a communications professional and interest in improving Congressional communications strategy*)
19. Sarah Henderson, Rep. Bruce Westerman (*Invited as a communications professional and interest in improving Congressional communications strategy*)

Question 12.

The Conservative Partnership Institute has trained and equipped Congressional staffers through seminars and workshops. It is now offering a way for staffers to deepen their knowledge through off-site symposiums.

During this 3-day symposium, Congressional Communications Staffers will receive hands-on training and engage in exercises on communications strategy in 2023. The symposium is organized and conducted solely by CPI and structured to provide hard skills and critical workshops to help them serve as Congressional Communicators.

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

Dave Joyce, Ohio
John H. Rutherford, Florida
Andrew R. Garbarino, New York
Michelle Fischbach, Minnesota

Veronica Escobar, Texas
Mark DeSaulnier, California
Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Kelle A. Strickland
Counsel to the Chairman

David Arrojo
Counsel to the Ranking Member

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

March 1, 2023

Mr. Reilly Richardson
Office of the Honorable Jennifer A. Kiggans
1037 Longworth House Office Building
Washington, DC 20515

Dear Mr. Richardson:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for March 2 to 4, 2023, sponsored by Conservative Partnership Institute, Inc.

Committee travel regulations require that you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, we are approving your current request. However, any future requests must adhere to the 30-day requirement or they will be denied.

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 the reporting threshold from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. That reporting threshold is currently \$415 but is set to adjust in 2023. 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,

Handwritten signature of Michael Guest in blue ink.

Michael Guest
Chairman

Handwritten signature of Susan Wild in blue ink.

Susan Wild
Ranking Member

MG/SW:mc

CPI's Congressional Communicators Symposium

March 2nd - 4th

Thursday

- 11:00 – 1:00 pm Travel from Capitol Hill to CPI Retreat Center—Cambridge, MD
- 1:00 – 2:30 pm **Lunch and Welcome Session**
Group introduction, discussions of goals for the symposium, and discussion of Congressional communications landscape in 2023.
Speakers: Sondra Clark (CPI) and Scooter Schaefer (CPI)
- 2:30 – 4:00 pm **Session I: *Communication Strategy in the Majority***
Veteran communications staff unpack the strategies and tactics that all good congressional communicators need to know when their party is in the majority.
Speaker: Rachel Semmel (Center for Renewing America)
- 4:00 – 4:15 pm **Break**
- 4:15 – 5:15 pm **Session II: *Understanding Communications Process***
Understanding communications process. How to effectively set up a Congressional office, work with committees and leverage all the resources Congress supplies to ensure constituents are engaged.
Speaker: Mitch Hailstone (Former Republican Study Committee)
- 5:15 – 5:30 pm **Break**
- 5:30 – 7:30 pm **Dinner: *Learning from Digital Success in the States***
Using real examples from the states, we will review successful social media and digital tactics and deconstruct how they can be replicated for future success in Congress.
Speaker: Robbie Myers (Digital Director, Governor Ron DeSantis)

Friday

- 9:30 – 10:15 am **Breakfast Buffet**
- 10:15 – 11:30 am **Session III: Growing an Audience and Increasing Digital Reach**

Tactics to increase the following of your member of Congress and generate digital assets to increase the reach of your social content, furthering your member's legislative agenda.

Speaker: Robbie Myers (Digital Director, Governor Ron DeSantis)

11:30 – 11:45 am

Break

11:45 – 1:00 pm

Session IV: Messaging in the 118th Congress

A presentation on how to effectively use polling, talking points and research to inform messaging strategy.

Speakers: Robert Donahue (Athos PR)

1:00 – 2:30 pm

Lunch & Work Period

Lunch period for participants to ask questions of hosts and moderators and to strategize with fellow participants on how to apply trainings from previous sessions.

2:30 – 3:30 pm

Session V: Learning from Congressional Digital Success

Using real examples from Congress, we will review successful social media and digital tactics and deconstruct how they can be replicated for future success to advance the Member's legislative agenda.

Speakers: Scooter Schaefer (CPI), Sondra Clark (CPI)

3:30 – 4:30 pm

Session VI: Digital Trends in 2023: How to Leverage Social Channels

Presentation on current social media trends, how the algorithms are changing, and how Congressional offices can shift their strategy to capitalize on the changes.

Speakers: Scooter Schaefer (CPI), Sondra Clark (CPI)

4:30 – 6:00 pm

Break

6:00 – 7:30 pm

Dinner: The Changing Editorial and Reporter Landscape in 2022

Media professionals explain the shifting way newsrooms are operating and how Congressional offices can be successful in the new landscape.

Speakers: Amber Athey, American Spectator

Saturday

8:00 – 9:00 am

Breakfast & Training Wrap Up-Session

Closing session will summarize highlights of the weekend symposium and allow time for any remaining training not covered in previous days sessions.

Speakers: Scooter Schaefer (CPI)

10:30 – 12:30 pm

Travel from Cambridge MD to Capitol Hill (300 Independence Ave., SE)

Invitation List

1. Megan Quinn, Rep. Lisa McClain
2. Lyssa Bell, Rep. August Pfluger
3. Adam Cloch, Rep. John Curtis
4. Reilly Richardson, Rep. Kevin Hern
5. Olivia Tripodi, Rep. Stephanie Bice
6. Ian McGrew, Rep. Bob Good
7. Natalie Parks, House Conference
8. Bethany Holden, Rep. Jeff Duncan
9. Andrew Brennan, Rep. Rudy Yakym
10. Julie Singleton, Rep. Rich McCormick
11. Sarah Henderson, Rep. Bruce Westerman
12. Blake Stevens, Rep. John Rose