



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: Julie Singleton
2. a. Name of Accompanying Relative: _____ **OR** None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 3/1/23 Return: 3/4/23
 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: CPI
6. Describe Meetings and Events Attended:
 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.
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: 03/13/2023

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: Rich McCormick Date: 3/13/23

Signature of Supervising Member:



U.S. House of Representatives

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

Original Amendment

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

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

1. Sponsor(s) who paid for the trip: 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.

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

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Facsimile: (202) 225-7392

March 1, 2023

Ms. Julie Singleton
Office of the Honorable Richard McCormick
1213 Longworth House Office Building
Washington, DC 20515

Dear Ms. Singleton:

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.

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