



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: Alexandra McCandless
2. a. Name of Accompanying Relative: _____ **OR** None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: April 4 Return: April 6, 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:
Training sessions for communications methods and strategy, including digital media, traditional media, etc.
Sessions on legislative procedure, speechwriting, and working together as communications staff in the House.
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: 4/17/23

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: _____



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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: April 4, 2023 Date of Return: April 6, 2023
4. 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.

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	\$119	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: April 12, 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@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.



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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):
See attached
5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: *April 4, 2023* Date of return: *April 10, 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:

The conservative Partnership Institute provides regular educational briefings and trainings to congressional staff and conservative leaders and activists. CPI is the sole organizer and sponsor of this trip.

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:

The location is owned by the sponsor, CPI, and conducive to education and training.

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

Hotel Name: *DeCoursey Bridge* City: *Cambridge, MA* Cost Per Night: *\$99*

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:

☐ Actual Amounts ☒ 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: Ed Corrigan Date: 2/10/2023
Name: Ed Corrigan Title: President and CEO
Organization: Conservative Partnership Institute
Address: 300 Independence Ave SE Washington, DC 20003
Email: info@cp1.org Telephone: 202-395-0282

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:

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

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

David P. 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
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Kelle A. Strickland
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1015 Longworth House Office Building
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Telephone: (202) 225-7103
Facsimile: (202) 225-7392

March 31, 2023

Ms. Alexandra McCandless
Office of the Honorable Dan Bishop
2459 Rayburn House Office Building
Washington, DC 20515

Dear Ms. McCandless:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for April 4 to 6, 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 \$480 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,

Michael Guest
Chairman

Susan Wild
Ranking Member

MG/SW:amr

**Conservative Partnership Institute (CPI) Communications Director
Training
April 4- 6, 2023
100 Day Follow Up**

Day 1

9:00 -11:00 am Travel from Independence Ave, SE to Decoursey Bridge Rd

11:00 am – 12:00 pm Arrival at CPI Property and Check-in Tour and Room Assignments

12:00 – 12:30 pm Introduction

Mr. Meadows will share lessons from the first 100 days of the 118th Congress, as well as share advice for congressional communications directors to use to further the message of their bosses.

Speaker: The Honorable Mark Meadows, Senior Partner, CPI

12:30-1:30 pm Session 1: Recap- Looking Back at the First 100 Days

Denton will share information on the purpose and goals of the retreat, as well as feedback from the communications and messaging lessons learned so far in the 118th Congress. He will then outline the strategies that he thinks will help Members and staff achieve better results going forward.

Speaker: Wesley Denton, COO, CPI

1:30-2:30 Lunch & Session 1: HFC Forecast & Why Does it Matter?

Tim Reitz will explain benchmarks for what he sees as successes and failures of communications and messaging so far in the 118th Congress, and will give attendees insight into what policy battles to expect going forward.

Speaker: Tim Reitz, Executive Director, House Freedom Caucus

2:30 – 4:00 pm Session 2: Preparing Your Boss for Radio, Television and Zoom Interviews

Vought and Semmel will share insider tips and do a step-by-step tutorial teaching communications staff how to prepare their boss for media hits with information and the confidence necessary to get their messages and goals across to the audience.

Speakers: Rachel Semmel, Communications Director at the Center for Renewing America & Mary Vought, Founder, Vought Strategies

3:00 – 5:00 pm Optional Team Building Activities

Shooting, archery and ax throwing.

Led by: James Holland, Director of External Relations, CPI

5:00 – 7:00 pm Dinner and Session 3: Staying in the Fight & Pursuing Truth

How to fight for conservative ideals in Congress, as well as how to communicate conservative goals to a younger audience.

Speaker: Charlie Kirk, Founder & President, Turning Point USA

Day 2

9:30 – 10:00 am Continental Breakfast

10:00 – 11:00 am WORKSHOP 1: Perfecting Video Content

Every social media platform is prioritizing video content with their algorithm, from shorts to long form interviews. Ball will go in depth with attendees on proper camera equipment, content creation tips and editing tutorials.

Speaker: Luke Ball, CEO at Right Life Media

**11:00 – 12:00 pm Session 4: Creating a Movement & Building Consensus
Using Social Media**

As a communications director, it is important to share a positive vision with constituents, that communicates conservative ideals and messages in captivating and novel ways. This session will instruct on best practices for constructive social media posting.

Speaker: Stephen Miller, President, America First Legal

12:00 – 1:00 pm Lunch & Session 5: Speechwriting & Rhetoric

Messaging should be a balance of longform communication from the Member and quick retorts on Twitter. Dr. Mehan will discuss how to write longform speeches using guidance from ancient philosophers like Cicero and Aristotle, as well as modern speechwriters to instruct on using rhetoric to persuade and build consensus.

Speaker: Dr. Matt Mehan, Associate Dean & Assistant Professor, Hillsdale College in DC

1:00 – 1:30 pm Break

1:30 – 2:30 pm Session 6: Going Digital

It is integral that communications directors learn how to break through the noise and push the message forward. This session will provide guidance and proven techniques for understanding the media cycle and creating intriguing content.

Speaker: Robbie Myers, Digital Director, Governor Ron DeSantis

2:30 - 4:30 pm Optional Team Building Activities

Shooting, archery and ax throwing.

Led by: James Holland, Director of External Relations, CPI

4:30 - 6:30 pm Dinner & SESSION 7: House Procedures

A walkthrough of the House floor, Committee of the Whole & the House, House calendars, and the discharge calendar. Helping Communications staff to better understand the legislative process. Outline the typical structure of a congressional office, highlighting the differences between roles and how they effectively work together.

Speaker: Ed Corrigan, President & CEO, CPI

Day 3

9:30 - 10:00 am Continental Breakfast

10:00 - 11:00 am SESSION 8: Writing Action Packed Statements

It takes skill to write statements and quotes to press that stand out and communicate your boss' message in a creative way. Connolly will break down writing tips to help staffers improve their writing style and use their boss' voice in fresh, new ways.

Speaker: Michael Connolly, Founder & Principal, Inkling Communications

11:00 am - 11:30 pm Break

11:30 - 12:30 pm WORKSHOP 2: Using Storytelling to Illustrate Policy and Values

Storytelling in the past from writers like Tolstoy and Dostoevsky have illustrated cultural problems and helped the masses to understand values and issues within their communities. Milius will discuss how the communications directors can better use storytelling to examine American culture and provide policy solutions.

Speaker: Amanda Milius, Founder & Director, AMDC Films

12:30 pm – 2:30 pm Travel from Decoursey Bridge Rd to Independence Ave, SE

1. Tim Reitz - House Freedom Caucus (*Invited as a communications professional and interest in improving Congressional communications strategy*)
2. Allie McCandless - Rep. Dan Bishop (*Invited as a communications professional and interest in improving Congressional communications strategy*)
3. Erin O'Malley - Rep. Mary Miller (*Invited as a communications professional and interest in improving Congressional communications strategy*)
4. Charlotte Law - Rep. Ben Cline (*Invited as a communications professional and interest in improving Congressional communications strategy*)
5. Madeline Huffman - Rep. Andrew Clyde (*Invited as a communications professional and interest in improving Congressional communications strategy*)
6. Harrison Fields - Rep. Byron Donalds (*Invited as a communications professional and interest in improving Congressional communications strategy*)
7. Emily Wood- Rep. Jeff Duncan (*Invited as a communications professional and interest in improving Congressional communications strategy*)
8. Marjorie Jackson- Rep. Bob Good (*Invited as a communications professional and interest in improving Congressional communications strategy*)
9. Anna Adamian- Rep. Andy Harris (*Invited as a communications professional and interest in improving Congressional communications strategy*)
10. Russell Dye - Rep. Jim Jordan (*Invited as a communications professional and interest in improving Congressional communications strategy*)
11. Nadgey Louis-Charles - Rep. Jim Jordan (*Invited as a communications professional and interest in improving Congressional communications strategy*)
12. Ryan Kelly- Alex Mooney (*Invited as a communications professional and interest in improving Congressional communications strategy*)
13. Grace Davis- Rep. Matt Rosendale (*Invited as a communications professional and interest in improving Congressional communications strategy*)
14. Nate Madden - Rep. Chip Roy (*Invited as a communications professional and interest in improving Congressional communications strategy*)
15. Taylor Hulsey- Rep. Troy Nehls (*Invited as a communications professional and interest in improving Congressional communications strategy*)
16. Edie Heipel- Rep. Anna Paulina Luna (*Invited as a communications professional and interest in improving Congressional communications strategy*)
17. Zach Kahler- Rep. Eli Crane (*Invited as a communications professional and interest in improving Congressional communications strategy*)
18. Ben Decatur- Rep. Josh Brecheen (*Invited as a communications professional and interest in improving Congressional communications strategy*)
19. Maggie Clemons- Rep. Michael Cloud (*Invited as a communications professional and interest in improving Congressional communications strategy*)