## 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.

NO	OTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18	8 U.S.C. § 1001.
	Name of Traveler: Chaves c.v.euv	2 0.0.0. 3 1001.
2.	6 11/2	OP None
۷.	b. Relationship to Traveler:   Spouse   Child   Other (specify):	
2	a. Dates: Departure: 5/3/23 Return: 5/5/23	
Э.	b. Dates at Personal Expense, if any:	
4	Departure City: Washington, DC Destination: Hot Springs, VA Return City: Washington	
5.	Sponsor(s), Who Paid for the Trip: The Congressional Institute  Describe Meetings and Events Attended:  See I timen attached.	
6.	Describe Meetings and Events Attended: See I timen attached.	
7.	Attached to this form are each of the following, signify that each item is attached by checking the corre	esponding box:
	a. X a completed Sponsor Post-Travel Disclosure Form;	•
	b. The Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all at the Additional Sponsor Form(s);	tachments <b>and</b>
	c. A page 2 of the completed <i>Traveler Form</i> 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	L
	Signify statement is true by checking the box.	
	b. If not, explain:	
	ertify that the information contained on this form is true, complete, and correct to the best of my known and correct to the best of my kn	nowledge.
		V
Di.	uthorized this travel in advance. I have determined that all of the expenses listed on the attached <i>Spons sclosure Form</i> were necessary and that the travel was in connection with the employee's official duties a cate the appearance that the employee is using public office for private gain.	
	nme of Supervising Member: Rep. Ann Wagnes Date: 5/18	73
	gnature of Supervising Member:	2

Version date 3/2021 by Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM	Original Amendmen
n officer of any organization that served as the primary trip	sponsor in providing travel

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.

			d/or subject the curr	ent traveler to disc	ciplinary action or a requirement to
3 <del>5</del> 8	y the trip expense 'E: Willful or know		nis form may be subject	ct to criminal prose	ecution pursuant to 18 U.S.C. § 1001.
1	Sponsor(s) who pa	aid for the trip: Congress	sional Institute	ce to criminal prose	cutton pursuant to 10 0.5.c. y 1001.
2.	Travel Destination	n(s): Hot Springs, VA	19		
 3.	Date of Departure	May 3, 2023	Date of	Return: May 5,	2023
4.	Name(s) of Travel	er(s): see attached list			
			n a form only if <i>all</i> in	nformation is <i>ider</i>	atical for each person listed.
5.	Actual amount of	f expenses paid on behalf o	of, or reimbursed to,	each individual n	amed in Question 4:
	9	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
	Traveler	\$0	\$320	\$148	\$624 - Room Rental
	Accompanying Family Member			×	
I cer	Signify statement i	is true by checking box. rmation contained in this		ete, and correct t	or diem or lump sum payment.  o the best of my knowledge.  e: May 12, 2023
Nan	ne: Mark Strand	<u> </u>		Title	e: President
Orga	anization: Congr	ressional Institute	r		
	I am an officer of	the above-named organiz	ation. Signify stater	nent is true by che	ecking box.
Add	ress: 1700 Diag	onal Road #300, Alex	andria, VA 22314	4	
Ema	il: strand@con	ginst.org	п	Telephone	e: <u>703-837-8812</u>

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.

#### 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

Co	mmittee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.
	TE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. illure 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:
	Congressional 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: <b>OR</b>
	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 <b>ALL</b> House Members <i>and</i> employees you are inviting. <b>For each House invitee, provide an explanation of why the individual was invited</b> (include additional pages if necessary):
	See addendum & attached invitation list
5. 6.	Yes No Is travel being offered to an accompanying family member of the House invitee(s)?  Date of departure: May 3, 2023  Date of return: May 5, 2023
7.	a. City of departure: Washington, DC
<b>.</b>	b. Destination(s): Hot Springs, VA
	c. City of return: Washington, DC
8.	Check only one. I represent that:
0.	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 <i>and</i> lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was <i>de minimis</i> 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 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 hourly description of planned activities for trip invitees). <i>Indicate agenda is attach</i>	
11.	Check only one of the following:  a. I represent that a registered federal lobbyist or foreign agent will not accompanion 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 <i>each</i> sponsor required to submit a sponsor form, describe the sponsor's interest trip <i>and</i> its role in organizing and/or conducting the trip:	in the subject matter of the
	See addendum	
13.	Answer parts a and b. Answer part c if necessary:  a. Mode of travel: Air Rail Bus Car Other (specify:	
14.	✓ I represent that the expenditures related to local area travel during the trip will be recreational activities of the invitee(s). Signify that the statement is true by checking	
15.	Check only one. I represent that either:  a. The trip involves an event that is arranged or organized without regard to cong meals provided to congressional participants are similar to those provided to or pevent attendees; OR	
	b. The trip involves events that are arranged specifically with regard to congression If "b" is checked:	onal participation.
	<ol> <li>Detail the cost per day of meals (approximate cost may be provided):</li> <li>Day 1- \$49, Day 2 - \$85, Day 3 - \$17</li> </ol>	
	<ol> <li>Provide the reason for selecting the location of the event or trip:</li> <li>Relative proximity to DC and capacity to handle a large event</li> </ol>	
16.	Name, nightly cost, and reasons for selecting each hotel or other lodging facility:  Hotel Name: Omni Homestead City: Hot Springs, VA	Cost Per Night: \$98+fees&tax
	Reason(s) for Selecting: proximity to DC, availability, security & facility size	555
	Hotel Name: City:	Cost Per Night:
	Reason(s) for Selecting:	
	Hotel Name: City:	
	Reason(s) for Selecting:	
17.	I represent that all expenses connected to the trip will be for actual costs incurre	d 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:

Actual Amounts Good Faith Estimates	Total <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total <b>Meal</b> Expenses per Participant			
For each Member, Officer, or Employee	\$120	\$320	\$151			
For each Accompanying Family Member	\$120	n/a	\$151			

	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	\$638	Room Rental
For each Accompanying Family Member	\$638	Room Rental

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

19.	Che	ck	onl	v	one:
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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: Mark Strand	March 31, 2023
Name: Mark Strand	Title: President
Organization: Congressional Institute	
Address: 1700 Diagonal Road #300, Alexandria, VA 22314	
Email: strand@conginst.org	Telephone: 703-837-8812

#### 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:

# PRIMARY TRIP SPONSOR FORM ADDENDUM

Question 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 invitation list. This Congressional Institute sponsored retreat focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this retreat is being extended to Chiefs of Staff in House Majority and Senate Minority personal offices, the Staff Director in House Majority committee offices as well as select leadership staff.

Question 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 purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. This retreat is designed to strengthen professional relationships among Chiefs of Staff, senior leadership and committee staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

#### Question 18: Total expenses for each participant:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be \$492 as disclosed on the sponsor form.

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
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

April 26, 2023

Mr. Charles Keller Office of the Honorable Ann Wagner 2350 Rayburn House Office Building Washington, DC 20515

Dear Mr. Keller:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Hot Springs, Virginia, scheduled for May 3 to 5, 2023, sponsored by Congressional Institute.

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

usali

MG/SW:mc

	TRAVELER FORM
1.	Name of Traveler: Charles C. Keller
2.	Sponsor(s) who will be paying or providing in-kind support for the trip:
	The Congressional Institute
3.	City and State OR Foreign Country of Travel: Hot Spings, VA
4.	City and State OR Foreign Country of Travel: Hot Spings, VA  a. Date of Departure: Date of Return: 5/5/23
	b. Yes \(\sigma\) No \(\mathbb{Z}\) 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 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:
	o. 11 yes, and you are requesting longing for two ingits, explain why the second highl 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 the Chief of Staff who manages a congressiond office, including
	district, legislative, constituend and press nowhers, it is important to
	district, legislative constituend and press nothers, it is important to learn best practices and better ways to serve missouris second District
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
dir tra	ereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my ect supervision, to accept expenses for the trip described in this request. I have determined that the above-described well is in connection with my employee's official duties and that acceptance of these expenses will not create the

Signature of Employing Member

#### DRAFT



#### Wednesday, May 3

10:30 AM - 2:30 PM Bus Departs from Hill S. Capitol St (Between Rayburn & Longworth)

Box lunches will be available on the bus.

2:00 PM - 7:00 PM Nametag Pickup

3:00 PM - 3:15 PM Welcome

3:15 PM - 4:15 PM Millions of Constituents, Hundreds of Districts, One Conference: A Look at

**Public Opinion Across the GOP**David Winston, The Winston Group
Myra Miller, The Winston Group
Dave Sackett, The Tarrance Group

BJ Martino, The Tarrance Group

4:15 PM - 5:15 PM Developing A Communications Strategy That Works for Your Member

Ed Patru, Direct Communications Company

Matt Lira, Hangar Capital

6:00 PM - 9:00 PM Reception

Dinner

Kim Strassel, The Wall Street Journal

Thursday, May 4

8:00 AM - 9:00 AM Breakfast

9:00 AM - 10:00 AM Leadership Chiefs of Staff

Moderator: Mark Strand, Congressional Institute

Dan Meyer, Office of the Speaker

Brett Horton, Office of the Majority Leader Robert Boland, Office of the Majority Whip Patrick Hester, House Republican Conference

10:00 AM - 12:00 PM Managing Your Staff Effectively

Mark Horstman, Manager Tools, LLC

12:00 PM - 1:15 PM Lunch

Matt Pottinger, Hoover Institution

DRAFT

1:30 PM - 2:30 PM

Ethics: Official, Campaigns, and Redistricting

Moderator: Kelle Strickland Elliot Berke, Berke Farah LLC

Erin Clark, NRCC

**Breakout Sessions:** 

2:30 PM - 3:30 PM

**How To Get Things Done In Your Office** 

Moderator: Mark Strand

Brooke Bennett, Office of Rep. French Hill

**How to Get Things Done In Committee** 

The Honorable Ileana Ros-Lehtinen, Former Committee Chair

The Honorable Greg Walden, Former Committee Chair

**How to Get Things Done In Appropriations** 

Anne-Marie Chotvacs, House Appropriations Committee

Matt Leffingwell, Tiber Creek Group

How to Get Things Done on The Floor

Judy Schneider, Former CRS Expert

3:30 PM - 4:30 PM

**Breakout Sessions Repeat** 

6:00 PM - 9:00 PM

Reception

Dinner

Guy Benson, Fox News

Friday, May 5

8:00 AM - 9:00 AM

Breakfast

9:00 AM - 10:00 AM

Planning Your Office's Agenda

Moderator: Mark Strand

10:00 AM - 11:00 AM

**Maximizing the MRA Under the New Communications Rules** 

Moderator: George Hadijski, Congressional Management Foundation Tim Monahan, Office of the Speaker/Committee on House Administration

Nick Crocker, Committee on House Administration

11:00 AM - 11:15 AM

**Open Mic Discussion** 

Moderator: Mark Strand, Congressional Institute

11:30 AM

**Conference Concludes** 

From: Congressional Institute rsvp@conginst.org

Subject: Test - Register Now for the GOP Chiefs of Staff Conference

Date: March 15, 2023 at 11:15 AM To: amym@conginst.org





# CHIEFS OF STAFF CONFERENCE

May 3-5, 2023

#### PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON WEDNESDAY, APRIL 3, 2023!!!

Dear \*/fname/\*,

On behalf of the Congressional Institute, I'm happy to invite you to the annual 2023 Chiefs of Staff Issues Conference, which will be from Wednesday, May 3, 2023, through Friday, May 5, 2023, at The Omni Homestead in Hot Springs, Virginia. We hope you and your family will join us.

You have many challenges as a Chief of Staff, including the daily management of your office. We're developing an engaging program to help you do your job more effectively. We are inviting House Republican personal chiefs of staff, committee staff directors, and leadership staff so you can get to know colleagues you might not usually meet during a normal workday.

We are working with the Committee on Ethics so that the Congressional Institute is able to cover certain costs for you. We ask that you submit your paperwork to the Ethics Committee as soon as possible.

We look forward to seeing you at this issues conference so you can hear about the future of the country and Congress, learn new management ideas, discuss best practices, and strengthen professional relationships

#### To Register:

#### Step 1: Submit Ethics Packet by Wednesday, April 3, 2023

IF YOU THINK THAT THERE IS EVEN A POSSIBILITY YOU WILL ATTEND, you need pre-authorization from the Committee on Ethics; you may always withdraw your paperwork.

Download the Institute's <u>Primary Trip Sponsor Form</u> and submit the whole package with your completed Traveler Form by Wednesday, April 3, 2023, to the Committee on Ethics. This entire package may be faxed to the Committee at (202)225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.

Failure to submit your completed materials on time means we will be unable to cover the cost of your attendance, and your Member's principal campaign fund would need to pay for you.

#### DOWNLOAD ETHICS FORMS >

If you cannot use the button above, please copy and paste the following URL into your browser:

#### Step 2: Register on the Congressional Institute's website

The Congressional Institute will coordinate all logistical arrangements, including room reservations. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

## REGISTER NOW >

Email Address: \*/email/\*
Access Code: \*/other\_id/\*

If you are unable to attend please click the following link to decline this invitation

We understand your registration is tentative pending Ethics approval. More information on the program and activities at the conference will be sent to you in future mailings. If you have any questions, special concerns, or need additional information, please call (703)837-8812 or email rsvp@conginst.org. We look forward to seeing you in Hot Springs!

#### Mark Strand, President

The Congressional Institute strand@conginst.org office: 703-837-8812 mobile: 571-366-0090 website: conginst.org



If you are not the correct contact for this office, please <u>reply to this email</u> with the updated contact information instead of <u>unsubscribing</u>.

# COS2023 - Invited House Staff

Kate	Aaron	Alex	Robert	Gabriella	Alex	Ali	Jeff	Jeff	Chris	Brooke	Josh	Megan	Mark	Cliff	Jason	Maggie	Cyrus	Rebecca	Gary	Taylor	Dale	Alysa	Anna	Amy	Rob	First Name
Bonner	Bonnaure	Bolton	Boland	Boffelli	Blair	Black	Bishop	Billman	Bien	Bennett	Bell	Bel Miller	Bednar	Bayer	Bauknecht	Ayrea	Artz	Angelson	Andres	Andreae	Anderson	Anderson	Alburger	Albro	Adkerson	Last Name
Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Communications D	Chief of Staff	Chief of Staff	Deputy Director of Floor Operations	Chief of Staff	Chief of Staff	Chief of Staff	Director of Strategic Communications	Chief of Staff	Chief of Staff	Deputy Chief of Sta	Staff Director	Chief of Staff	Staff Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Job Title
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Office of Rep. Smucker	Office of Rep. Reshenthaler	Office of Rep. Malliotakis	Office of Majority Whip Emmer	Office of Rep. González-Colón	Office of Rep. Steube	House Republican Conference	Office of Rep. Molinaro	Office of Rep. Jackson	Office of Speaker McCarthy	Office of Rep. Hill	Office of Rep. Estes	Office of Rep. Scalise	Office of Speaker McCarthy	Office of Rep. Fulcher	Office of Rep. Tiffany	Office of Rep. Graves (LA)	House Committee on Education and Labor	Office of Rep. Latta	House Committee on Budget	Office of Rep. Gallagher	Office of Rep. Lamborn	Office of Rep. Ciscomani	Office of Rep. Joyce (OH)	Office of Rep. Bice	Office of Rep. Loudermilk	Institution
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Christina Chad Chad Ryan Ryan Spencer Machalagh Bob Jessica	Stuart Courtn Jeff John Larry Aaron Ashlev	Greg Keeli Keeli Nick Nick	Haile Loris Paris Paris Josh Jen Sear Matt Franc
	Stuart Courtney Jeff John Larry Aaron Ashley	Greg Keelie Nick Ed Samantha	Hailey Lorissa Parish Joshua Jen Sean Matt Francis Chris Francis
Cameron Carlough Carney Carr Carr Carr Carretta Carter	Burns Butcher Butler Byers Calhoun Callen	Brooks Brown Brown Buckham	Borden Bounds Braden Bradley Bradley Brady Brady Branan Brennan Brennan
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Bob	Matt		Nate	Lauren	Chris	Liz	Van	Preston	Jake	Adam	Patrick	Grant	Hayden	Nick	Rachel	Brandon	Dan	Dave	Sabrina	Jihun	James	Kimberly	Matt	Elliott	Jackson	Josh	Payne	Michael
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House Committee on Ethics	Office of Rep. Bentz	Office of Rep. Kean	Office of Speaker McCarthy	Office of Speaker McCarthy	Office of Rep. LaMalfa	Office of Speaker McCarthy	Office of Rep. Ferguson	Office of Rep. Fallon	Office of Rep. Johnson (OH)	Office of the Parliamentarian	Office of Speaker McCarthy	Office of Rep. Palmer	Office of Rep. Crane	Office of Rep. Boebert	Office of Rep. Lucas	Office of Rep. Murphy	Office of Rep. McCormick	Office of Rep. Green	Office of Rep. Crawford	Office of Rep. Moylan	House Committee on Foreign Affairs	Office of Majority Leader Scalise	Office of Rep. Nehls	Office of Majority Leader Scalise	Office of Rep. Harshbarger	Office of Rep. Granger	House Committee on Transportation and Infrastructure

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### Wednesday, May 3

	rrend de l'ordende religious de la la fact € 2 co.	
10:30 AM - 2:30 PM	Bus Departs from Hill S. Capitol St (Between Box lunches will be available on the bus.	Rayburn & Longworth)
2:00 PM - 7:00 PM	Nametag Pickup	Garden Room
3:00 PM - 3:15 PM	Welcome	<b>Grand Ballroom East</b>
3:15 PM – 4:15 PM	Millions of Constituents, Hundreds of Districts, One Confe Public Opinion Across the House GOP David Winston, The Winston Group Myra Miller, The Winston Group BJ Martino, The Tarrance Group Lauren Hutchinson, The Tarrance Group	erence: A Look at Grand Ballroom East
4:15 PM – 5:15 PM	The Art of Presenting Persuasively Terri Sjodin, Sjodin Communications	Grand Ballroom East
6:00 PM - 9:00 PM	Reception Dinner Guy Benson, Fox News	Grand Ballroom Foyer Grand Ballroom West
9:00 PM	Fireside Chat: The Art of Presenting Persuasively	Tower
	Thursday, May 4	
8:00 AM - 9:00 AM	Breakfast	<b>Grand Ballroom West</b>
9:00 AM - 10:00 AM	The Five Dysfunctions of a Team Beau Johnson, The Table Group	Grand Ballroom East
10:00 AM - 11:00 AM	Countering the Threat of the Chinese Communist Party Dustin Walker, American Enterprise Institute	Grand Ballroom East
	David Feith, Center for New American Security	
8:00 AM – 9:00 AM	Thursday, May 4 Breakfast	Grand Ballroom West
9:00 AM - 10:00 AM		<b>Grand Ballroom East</b>
10:00 AM - 11:00 AM		<b>Grand Ballroom East</b>

Rebeccah Heinrichs, Hudson Institute

11:00 AM - 12:00 PM Using the Power of the Purse: House Appropriations

**Grand Ballroom East** 

Anne-Marie Chotvacs, House Appropriations Committee

Will Dunham, Brownstein Hyatt Farber Schreck

Kelly Lungren McCollum, Office of Rep. Morgan Griffith

12:00 PM - 1:15 PM

Lunch

**Grand Ballroom West** 

Steven Moore, Ukraine Freedom Project

A fireside chat moderated by Mark Strand, Congressional Institute

1:30 PM - 2:30 PM

**How to Get Things Done In Committee** 

**Grand Ballroom East** 

The Honorable Roy Blunt, Former Senate Committee Chair

The Honorable Ileana Ros-Lehtinen, Former House Committee Chair

**Breakout Sessions:** 

2:30 PM - 3:30 PM

**How To Get Things Done In Your Office** 

Lexington

Moderator: Anca Butcaru, Congressional Institute

Brooke Bennett, Office of Rep. French Hill Kyle Kizzier, Office of Rep. Erin Houchin

How to Plan Your Office's Strategy

**Empire/Crystal** 

Moderator: Mark Strand, Congressional Institute Rachel Wagley, Office of Rep. Blake Moore Carolyn King, Office of Rep. Rob Wittman

**Congressional Ethics: A Primer** 

Mt. Vernon

Moderator: Jennifer Dill, Congressional Institute Kelle Strickland, House Ethics Committee

Elliot Berke, Berke Farah, LLP

**How to Get Things Done on The Floor** 

Commonwealth

Moderator: Tim Lang, Congressional Institute Jason Smith, Parliamentarian of the House John Leganski, Office of the Speaker Ben Napier, Office of the Majority Leader

3:30 PM - 4:30 PM

**Breakout Sessions Repeat** 

6:00 PM - 9:00 PM

Reception

Grand Ballroom Foyer Grand Ballroom West

Dinner

Welcome: The Honorable Ben Cline, U.S. Representative for Virginia's 6th

Congressional District

Lee Carter, Maslansky + Partners

#### Friday, May 5

Breakfast 8:00 AM - 9:00 AM **Grand Ballroom West Leadership Chiefs of Staff Townhall** 9:00 AM - 10:00 AM **Grand Ballroom East** Moderator: Mark Strand, Congressional Institute Machalagh Carr, Office of the Speaker Brett Horton, Office of the Majority Leader Robert Boland, Office of the Majority Whip Patrick Hester, House Republican Conference 10:00 AM - 11:00 AM Maximizing the MRA Under the New Communications Rules Grand Ballroom East Tim Monahan, Office of the Speaker/Committee on House Administration Casey Contres, Communications Strategist & Former House Chief 11:00 AM - 11:15 AM Open Mic Discussion **Grand Ballroom East** 

Moderator: Mark Strand, Congressional Institute

**Conference Concludes** 

11:30 AM

Report name: Report date: Event name: House Staff Attendance List for Ethics 05/12/2023
2023 Chiefs of Staff Conference

First Name

Last Name

Institution

Courtney	Stuart	Nicholas	Greg	Francis	Chris	Jen	Parish	Lorissa	Hailey	Robert	Gabriella	A	Jeff	Chris	A. Brooke	Joshua	Megan	Mark	Maggie	Rebecca	Taylor	Dale	Alyssa
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Office of Rep. Allen		Hodge			Lauren
Office of Rep. Rose		Hilleary		:	Van
Office of Majority Leader Scalise		Hilkin			Jake
House Republican Conference		Hester			Patrick
Office of Rep. Ogles		Henry			Grant
Office of Rep. McClain		Hawatmeh			Nick
Office of Rep. Mace		Hanlon			Dan
Office of Rep. Roy		Hancock			Sabrina
Office of Rep. Chavez DeRemer		Han .			Jihun
Office of Speaker McCarthy		Hamm	-		Kimberly
Office of Rep. Hudson		Guffin			Elliott
Office of Rep. Cole		Grogis			Josh
Office of Rep. Strong		Griffin		-	Payne
Office of Rep. Burchett		Grider			Michael
Office of Rep. Lawler		Grace			Andrea
Office of Rep. Diaz-Balart		Gonzalez			Cesar
Office of Rep. D'Esposito		Gies			Robert
Office of Speaker McCarthy		Giaier		•	Steven
Office of Rep. Emmer		Fox			Sally
Office of Rep. Hern	I -	Foster			Cameron
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Office of Rep. Balderson		Engquist			Laura
Office of Rep. Webster		Emhof			Jaryn
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Office of Rep. Donalds	Perez-Acosta	Mehgan
Office of Rep. Self	Parkinson	Hillary
House Republican Conference	Okoniewski	Anderson
Office of Rep. De La Cruz	Navarro	Karen
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Office of Rep. McCarthy	Min	James
Office of Rep. Cline	Miller	Matt
Office of Rep. Hageman	Miller	Carly
Office of Rep. Foxx	Middleton	Carson
Office of Rep. Schweikert	Michaels	Chad
Office of Rep. Miller-Meeks	Menzler	Tyler
Office of Rep. Reschenthaler	Menzler	Ashley
Office of Rep. Kustoff	Melvin	Justin
Office of Rep. Fitzgerald	McCormack	Ryan
Office of Rep. Rouzer	McCormack	Anna

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Office of Rep. McCormick	Singleton	Philip
Office of Rep. Crawford	Shumate	Jonah
Office of Majority Leader Scalise	Seher	Ellen
Office of Rep. Nehls	Schroeder	Robert
Office of Majority Leader Scalise	Schmitz	Eric
Office of Rep. Harshbarger	Rutherford	Zac
Office of Rep. Granger	Ruhlen	Steve
Office of Rep. Barr	Rosado	Mary
Office of Majority Whip Emmer	Rogers	Shelbie
Office of Majority Whip Emmer	Rogers	Jason
Office of Rep. Bean	Robinette	Jamie
Office of Rep. Pence	Robertson	Kyle
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Office of Rep. Lee	Reilly	Kevin
Office of Rep. LaLota	Rapanos	Nikki

Catherine	Treadwell	Office of Rep. Mills
Claire	Trokey	Office of Majority Leader Scalise
Chris	Tudor	Office of Rep. McClintock
Will	Turner	Office of Rep. Mike Garcia
Richard	Vaughn	Office of Rep. DesJarlais
Ted	Verrill	Office of Rep. Letlow
Jake	Vreeburg	House Republican Conference
Rachel	Wagley	Office of Rep. Moore (UT)
Jeanette	Whitener	Office of Rep. Weber
Jordan	Wood	Office of Rep. Gooden

#### 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.

Fai	ilure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.
	Sponsor who will be paying for the trip:
	Congressional 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.	
	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: <b>OR</b>
	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 <b>ALL</b> House Members <i>and</i> employees you are inviting. <b>For each House invitee</b> , <b>provide an explanation of why the individual was invited</b> (include additional pages if necessary):
	See addendum & attached invitation list
5.	Yes No Is travel being offered to an accompanying family member of the House invitee(s)?
6.	Date of departure: May 3, 2023 Date of return: May 5, 2023
7.	a. City of departure: Washington, DC
	b. Destination(s): Hot Springs, VA
	c. City of return: Washington, DC
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 <i>and</i> lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was <i>de minimis</i> 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 hourly description of planned activities for trip invitees). <i>Indicate agenda is attach</i>	g in during the travel (i.e., an ed by checking box.
11.	Check only one of the following:  a. I represent that a registered federal lobbyist or foreign agent will not accompany on any segment of the trip. Signify that the statement is true by checking box; OR	y House Members or employees
	b. Not Applicable. Trip sponsor is a U.S. institution of higher education.	
12.	For <i>each</i> sponsor required to submit a sponsor form, describe the sponsor's interest it trip <i>and</i> its role in organizing and/or conducting the trip:	in the subject matter of the
	See addendum	
	*	
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13.	Answer parts a and b. Answer part c if necessary:	
	a. Mode of travel: Air Rail Bus Car Other (specify:	S
	b. Class of travel: Coach Business First Charter Other (sp	pecify:
	c. If travel will be first class, or by chartered or private aircraft, explain why such trav	
14.	I represent that the expenditures related to local area travel during the trip will be recreational activities of the invitee(s). Signify that the statement is true by checking	e unrelated to personal or gthe box.
l5.	Check only one. I represent that either:	
	a. The trip involves an event that is arranged or organized without regard to cong meals provided to congressional participants are similar to those provided to or prevent attendees; <b>OR</b>	ressional participation and that archased by other
	b. The trip involves events that are arranged specifically with regard to congression If "b" is checked:	nal participation.
	<ol> <li>Detail the cost per day of meals (approximate cost may be provided):</li> <li>Day 1- \$49, Day 2 - \$85, Day 3 - \$17</li> </ol>	×
	2) Provide the reason for selecting the location of the event or trip:	
	Relative proximity to DC and capacity to handle a large event	
6.	Name, nightly cost, and reasons for selecting each hotel or other lodging facility:  Hotel Name: Omni Homestead City: Hot Springs, VA	Cost Per Night: \$98+fees&tax
	Reason(s) for Selecting:proximity to DC, availability, security & facility size	Cost I et Might.
	Hotel Name: City:	Cost Per Night:
	Reason(s) for Selecting:	
	Hotel Name: City:	
	Reason(s) for Selecting:	
7	■ I represent that all expenses connected to the trip will be for actual costs incurred	

payment. Signify that the statement is true by checking the box.

## 18. Total Expenses for each Participant:

Actual Amounts Good Faith Estimates	Total <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$120	\$320	\$151
For each Accompanying Family Member	\$120	n/a	\$151

	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	\$492	Room Rental
For each Accompanying Family Member	\$492	Room Rental

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:
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- 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: Mark String	March 15, 2023	
Name: Mark Strand	Title: President	
Organization: Congressional Institute		
Address: 1700 Diagonal Road #300, Alexandria, VA 22314	ri a	
Email: strand@conginst.org	Telephone: 703-837-8812	

### 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:

# PRIMARY TRIP SPONSOR FORM ADDENDUM

Question 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 invitation list. This Congressional Institute sponsored retreat focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this retreat is being extended to Chiefs of Staff in House Majority and Senate Minority personal offices, the Staff Director in House Majority committee offices as well as select leadership staff.

Question 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 purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. This retreat is designed to strengthen professional relationships among Chiefs of Staff, senior leadership and committee staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

# Question 18: Total expenses for each participant:

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be \$492 as disclosed on the sponsor form.



# 2023 House Republican Chiefs of Staff Conference Hot Springs, VA

### Wednesday, May 3

10:30 AM - 2:30 PM Bus Depa

**Bus Departs from Hill** 

S. Capitol St (Between Rayburn & Longworth)

Box lunches will be available on the bus.

2:00 PM - 7:00 PM

**Nametag Pickup** 

3:00 PM - 3:15 PM

Welcome

3:15 PM - 4:15 PM

Millions of Constituents, Hundreds of Districts, One Conference: A Look at

**Public Opinion Across the GOP** 

David Winston, The Winston Group Myra Miller, The Winston Group Dave Sackett, The Tarrance Group

BJ Martino, The Tarrance Group

4:15 PM - 5:15 PM

**Developing A Communications Strategy That Works for Your Member** 

Ed Patru, Direct Communications Company

Matt Lira, Hangar Capital

6:00 PM - 9:00 PM

Reception

Dinner

Kim Strassel, The Wall Street Journal

Thursday, May 4

8:00 AM - 9:00 AM

Breakfast

9:00 AM - 10:00 AM

**Leadership Chiefs of Staff** 

Moderator: Mark Strand, Congressional Institute

Dan Meyer, Office of the Speaker

Brett Horton, Office of the Majority Leader Robert Boland, Office of the Majority Whip Patrick Hester, House Republican Conference

10:00 AM - 12:00 PM

**Managing Your Staff Effectively** 

Mark Horstman, Manager Tools, LLC

12:00 PM - 1:15 PM

Lunch

Matt Pottinger, Hoover Institution

1:30 PM - 2:30 PM

**Ethics: Official, Campaigns, and Redistricting** 

Moderator: Kelle Strickland Elliot Berke, Berke Farah LLC

Erin Clark, NRCC

**Breakout Sessions:** 

2:30 PM - 3:30 PM

**How To Get Things Done In Your Office** 

Moderator: Mark Strand

Brooke Bennett, Office of Rep. French Hill

**How to Get Things Done In Committee** 

The Honorable Ileana Ros-Lehtinen, Former Committee Chair

The Honorable Greg Walden, Former Committee Chair

**How to Get Things Done In Appropriations** 

Anne-Marie Chotvacs, House Appropriations Committee

Matt Leffingwell, Tiber Creek Group

**How to Get Things Done on The Floor** 

Judy Schneider, Former CRS Expert

3:30 PM - 4:30 PM

**Breakout Sessions Repeat** 

6:00 PM - 9:00 PM

Reception

Dinner

Guy Benson, Fox News

Friday, May 5

8:00 AM - 9:00 AM

**Breakfast** 

9:00 AM - 10:00 AM

Planning Your Office's Agenda

Moderator: Mark Strand

10:00 AM - 11:00 AM

Maximizing the MRA Under the New Communications Rules

Moderator: George Hadijski, Congressional Management Foundation Tim Monahan, Office of the Speaker/Committee on House Administration

Nick Crocker, Committee on House Administration

11:00 AM - 11:15 AM

**Open Mic Discussion** 

Moderator: Mark Strand, Congressional Institute

11:30 AM

**Conference Concludes** 

From: Congressional Institute rsvp@conginst.org

Subject: Test - Register Now for the GOP Chiefs of Staff Conference

Date: March 15, 2023 at 11:15 AM To: amym@conginst.org





# CHIEFS OF STAFF

May 3-5, 2023

### PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON WEDNESDAY, APRIL 3, 2023!!!

Dear \*/fname/\*,

On behalf of the Congressional Institute, I'm happy to invite you to the annual 2023 Chiefs of Staff Issues Conference, which will be from Wednesday, May 3, 2023, through Friday, May 5, 2023, at The Omni Homestead in Hot Springs, Virginia. We hope you and your family will join us.

You have many challenges as a Chief of Staff, including the daily management of your office. We're developing an engaging program to help you do your job more effectively. We are inviting House Republican personal chiefs of staff, committee staff directors, and leadership staff so you can get to know colleagues you might not usually meet during a normal workday.

We are working with the Committee on Ethics so that the Congressional Institute is able to cover certain costs for you. We ask that you submit your paperwork to the Ethics Committee as soon as possible.

We look forward to seeing you at this issues conference so you can hear about the future of the country and Congress, learn new management ideas, discuss best practices, and strengthen professional relationships

### To Register:

### Step 1: Submit Ethics Packet by Wednesday, April 3, 2023

IF YOU THINK THAT THERE IS EVEN A POSSIBILITY YOU WILL ATTEND, you need pre-authorization from the Committee on Ethics; you may always withdraw your paperwork.

Download the Institute's <u>Primary Trip Sponsor Form</u> and submit the whole package with your completed Traveler Form by Wednesday, April 3, 2023, to the Committee on Ethics. This entire package may be faxed to the Committee at (202)225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.

Failure to submit your completed materials on time means we will be unable to cover the cost of your attendance, and your Member's principal campaign fund would need to pay for you.

# DOWNLOAD ETHICS FORMS

If you cannot use the button above, please copy and paste the following URL into your browser:

### Step 2: Register on the Congressional Institute's website

The Congressional Institute will coordinate all logistical arrangements, including room reservations. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

# REGISTER NOW >

Email Address: \*/email/\*
Access Code: \*/other\_id/\*

If you are unable to attend please click the following link to decline this invitation

We understand your registration is tentative pending Ethics approval. More information on the program and activities at the conference will be sent to you in future mailings. If you have any questions, special concerns, or need additional information, please call (703)837-8812 or email rsvp@conginst.org. We look forward to seeing you in Hot Springs!

# Mark Strand, President

The Congressional Institute strand@conginst.org office: 703-837-8812

mobile: 571-366-0090 website: conginst.org



If you are not the correct contact for this office, please reply to this email with the updated contact information instead of unsubscribing.

# COS2023 - Invited House Staff

First Name	Last Name	Job Title	Institution	
Rob	Adkerson	Chief of Staff	Office of Rep. Loudermilk	
Amy	Albro	Chief of Staff	Office of Rep. Bice	
Anna	Alburger	Chief of Staff	Office of Rep. Joyce (OH)	·.
Dale	Anderson	Chief of Staff	Office of Rep. Lamborn	
Taylor	Andreae	Chief of Staff	Office of Rep. Gallagher	
Gary	Andres	Staff Director	House Committee on Budget	-
Rebecca	Angelson	Chief of Staff	Office of Rep. Latta	
Cyrus	Artz	Staff Director	House Committee on Education and I	and
Jason	Bauknecht	Chief of Staff	Office of Rep. Tiffany	
CIIT	Bayer	Chief of Staff	Office of Rep. Fulcher	
Megan	Bel Miller	Chief of Staff	Office of Rep. Scalise	
hsol	Bell	Chief of Staff	Office of Rep. Estes	
Brooke	Bennett	Chief of Staff	Office of Rep. Hill	
Jeff	Billman	Chief of Staff	Office of Rep. Jackson	
Jeff	Bishop	Chief of Staff	Office of Rep. Molinaro	
Ali	Black	Communications Director	House Republican Conference	
Alex	Blair	Chief of Staff	Office of Rep. Steube	
Gabriella	Boffelli	Chief of Staff	Office of Rep. González-Colón	
Robert	Boland	Chief of Staff	Office of Majority Whip Emmer	
Alex	Bolton	Chief of Staff	Office of Rep. Malliotakis	
Aaron	Bonnaure	Chief of Staff	Office of Rep. Reshenthaler	
Kate	Bonner	Chief of Staff	Office of Rep. Smucker	
Hailey	Borden	Director of Downtown Coalitions	Office of Majority Whip Emmer	
Lorissa	Bounds	Chief of Staff	Office of Rep. Obernoite	
Parish	Braden	Staff Director	House Committee on Agriculture	<b>4</b> \
Joshua	Bradley	Chief of Staff	Office of Rep. Moran	

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Sean	Brady	Chief of Staff	Office of Rep. Buchanan
Matt	Brennan	Chief of Staff	Office of Rep. Thompson
Francis	Brennan	Rapid Response Director	House Republican Conference
Chris	Brinson	Chief of Staff	Office of Rep. Rogers (AL)
Francis	Brooke	Policy Director	Office of Majority Leader Scalise
Greg	Brooks	Chief of Staff	Office of Rep. Wenstrup
Keelie	Broom	Chief of Staff	Office of Rep. Owens
Nick	Brown	Chief of Staff	Office of Rep. Clyde
Ed '5	Buckham	Chief of Staff	Office of Rep. Greene
Samantha	Bullock	Communications Director	Office of Majority Whip Emmer
Stuart	Burns	Chief of Staff	Office of Rep. Posey
Courtney	Butcher	Member Services Director	House Republican Conference
Jeff	Butler	Chief of Staff	Office of Rep. McHenry
John	Byers	Chief of Staff	Office of Rep. Pfluger
Larry	Calhoun	Chief of Staff	Office of Rep. Cammack
Aaron	Calkins	Chief of Staff	Office of Rep. Burlison
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Ryan	Carney	Chief of Staff	Office of Rep. Steil
Bob	Carretta	Chief of Staff	Office of Rep. Elizey
Jessica	Carter	Chief of Staff	Office of Rep. Newhouse
Caroline	Cash	Chief of Staff	Office of Rep. Comer
Anne Marie	Chotvacs	Staff Director	House Committee on Appropriations
Nick	Christensen	Chief of Staff	Office of Rep. Graves (MO)
Andrew	Christianson	Chief of Staff	Office of Rep. Johnson (SD)
lon o	Clark	Staff Director	House Committee on Veterans Affairs
Michael	Comer	Deputy Communications Director	Office of Majority Leader Scalise
Billy	Constangy	Leadership Chef of Staff	Office of Rep. Hudson

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Chris		Crawford	Chief of Staff	Office of Rep. Carter (GA)	
Brian		Cress	Member Services and Operations Assistant	House Republican Conference	
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Jaryn	:	Emhof	Chief of Staff	Office of Rep. Webster	

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Grant		Henry	Chief of staff	Office of Rep. Ogles	
Patrick		Hester	Chief of Staff	House Republican Conference	
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Jake		Hilkin	Deputy Director of Member Services	Office of Majority Leader Scalise	:
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Lauren		Hodge	Chief of Staff	Office of Rep. Allen	
Nate		Hodson	Staff Director	House Committee on Energy and	
				Commerce	
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Michael		Hongh	Chief of Staff	Office of Rep. Mooney	
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Sarah		Jorgenson	Staff Director, ELC Chairman	Office of Rep. Graves	
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Charlie		Keller	Chief of Staff	Office of Rep. Wagner	
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Allen		Klump	Chief of Staff	Office of Rep. Duncan	:
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BJ		Koohmaraie	Counsel	Office of Majority Leader Scalise	ø.
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Bronwyn		Lance	Chief of Staff	Office of Rep. Edwards	
Jillian		Lane Wyant	Chief of Staff	Office of Rep. Gaetz	
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			Technology	•
	McCollum	Chief of Staff	Office of Rep. Griffith	·
	McCormack	Chief of Staff	Office of Rep. Fitzgerald	
	McCormack	Chief of Staff	Office of Rep. Rouzer	
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,	Miller	Chief of Staff	Office of Rep. Cline	
	Min	Chief of Staff	Office of Rep. McCarthy	
2	Minkler	Deputy Floor Director	Office of Majority Leader Scalise	ψ
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_	Murphy	Chief of Staff	Office of Rep. Van Drew	
	Nalls	Deputy Floor Director	Office of Majority Whip Emme	
	Napier	Director of Floor Operations	Office of Majority Leader Scalise	0)
	Navarro	Chief of Staff	Office of Rep. De La Cruz	

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Mary		Noopo	Chief of Staff	Office of Box Smith (N1)
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Jamie		Robinette	Chief of Staff	Office of Rep. Bean
Jason		Rogers	General Counsel	Office of Majority Whip Emmer

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Office of Majority Whip Emmer	House Committee on Ways and Mear	Republican Governance/ Office of Re	Joyce	Office of Rep. Barr	Office of Rep. Duarte	House Committee on Transportation	Infrastructure	Office of Rep. Granger	Office of Rep. Harshbarger	Office of Rep. Graves (LA)	Office of Majority Leader Scallse	Office of Rep. Nehls	Office of Majority Leader Scalise	House Committee on Foreign Affairs	Office of Rep. Moylan	Office of Rep. Crawford	Office of Rep. Harris	Office of Rep. Green	Office of Rep. McCormick	Office of Rep. Murphy	Office of Rep. Lucas	Office of Rep. Boebert	Office of Rep. Crane	Office of Rep. Palmer	Office of Rep. Johnson (OH)	Office of Rep. Fallon	Office of Rep. Ferguson	Office of Rep. LaMalfa
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Director of Operations	Staff Director	Caucus Executive Director		Chief of Staff	Chief of Staff	Staff Director		Chief of Staff	Chief of Staff	Chief of Staff	Coalitions Coordinator	Chief of Staff	Director of Operations	Staff Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Deputy Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff
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Shelbie	Mark	Anna		Mary	Alex .	Jack	٠	Steve	Zac	Paul	Eric	Robert	Ellen	Brendan	Bobby	Jonah	Bryan	Stephen	Philip	Kris	Alison	Jeff	Gregory	William	Mike	Shannan	David	Mark

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Claire		Trokey		Office of Majority Leader Scalise
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