

# 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](mailto: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: Madeline Huffman
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: August 23, 2023 Return: August 25, 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: See attached
6. Describe Meetings and Events Attended: Conservative Partnership Institute
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: 9/05/2023

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: Rep. Andrew Clyde Date: 9/05/2023

Signature of Supervising Member:  9/7/23

# 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 in the trip within 10 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 or provided in-kind support for the trip: Conservative Partnership Institute

2. Travel Destination(s): Cambridge, MD

3. Date of Departure: August 23, 2023 Date of Return: August 25, 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	\$198.00	\$126.18	\$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: August 30, 2023

Name: Ed Corrigan Title: President and CEO

Organization: Conservative Partnership Institute

I am an officer of the above-named organization. Signify statement is true by checking box.

Address: 300 Independence Ave SE Washington, D.C. 20003

Telephone: 202.937.2309 Email: sgast@compasslegal.org

*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.**



U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Madeline Huffman
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
Conservative Partnership Institute
3. City and State OR Foreign Country of Travel : Cambridge, MD
4. a. Date of Departure: August 23, 2023 Date of Return: August 25, 2023  
b. Yes  No  Will you be extending the trip at your personal expense?  
If yes, list dates at personal expense: \_\_\_\_\_
5. a. Yes  No  Will you be accompanied by a family member at the sponsor's expense? **If yes:**  
(1) Name of Accompanying Family Member: \_\_\_\_\_  
(2) Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_  
(3) Yes  No  Accompanying Family Member is at least 18 years of age:
6. a. Yes  No  Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?  
b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:
7. Yes  No  *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.  
  
*NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.*
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties.  
**Staff should include their job title and how the activities on the itinerary relate to their duties.**  
As Communications Director, the educational trainings on the itinerary offer beneficial instruction on key communication skills and responsibilities, such as handling crisis communications, improving pitching & booking, and creating engaging social media content.
9. Yes  No  Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?
10. For staff travelers, to be completed by your employing Member:

### ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member Andrew S. Clyde Date 7/24/2023



U.S. House of Representatives

# COMMITTEE ON ETHICS

## 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](http://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:
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):  
House attendees are listed on the document attached.
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: August 23, 2023 Date of return: August 25, 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:



U.S. House of Representatives

# COMMITTEE ON ETHICS

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 training sessions to congressional staff and conservative leaders and activists. These training programs focus on House and Senate operations, communications, and other tools needed by Members of Congress and staff to become better public servants. CPI is solely responsible for organizing and conducting 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: Camp Rydin City: Cambridge, MD Cost Per Night: \$99  
Location is owned by trip sponsor CPI, economical, and conducive to education and training.

Reason(s) for Selecting: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_

Reason(s) for Selecting: \_\_\_\_\_

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_

Reason(s) for Selecting: \_\_\_\_\_

17.  I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*



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# COMMITTEE ON ETHICS

### 18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$100	\$198	\$118
For each Accompanying Family Member			

	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: July 13, 2023  
 Name: Ed Corrigan Title: President & CEO  
 Organization: Conservative Partnership Institute  
 Address: 300 Independence Avenue, SE, Washington, DC 20003  
 Email: info@cpi.org Telephone: (202) 595-0282

## 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](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)

**Conservative Partnership Institute (CPI) Press Training**  
**August 23-25, 2023**

**Wednesday**

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

**11:00 am – 12:00 pm Arrival at CPI Property**

**12:00-1:30 Lunch & Session 1: Networking & Coalition Building**

Miller, Teller & Steelman will share networking tips and strategies for building coalitions for important policy measures with outside groups, as well as how to use communications skills to create policy focused events.

*Speaker: Paul Teller, Advancing American Freedom & Carson Steelman, Heritage Action, Wade Miller, Center for Renewing America*

**1:00 – 2:00 pm Session 2: Getting the Message Right**

Using polling to help guide a strong conservative message that resonates. Faraci will also explain how to use that polling in messaging and communications campaigns.

*Speaker: Matthew Faraci, Gideon 300*

**2:00 – 3:30 pm Session 3: Senate Procedure**

Fixing What's Broken—Is the Senate as dysfunctional as many believe? What does history teach us, and what proposed reforms are worth considering?

*Speaker: Ed Corrigan, CPI*

**3:30 – 4:30 pm Session 3: Creating Cutting Edge Cultural Commentary**

Price is a bonafide social media genius, and will share his unique insight on social media graphics, analytics for engagement and connecting with the audience, as well as how to make content stand out so it gains the attention of reporters. Jashinsky will then share how staff can use culture content to get more views on their boss, and work with the media to increase engagement.

*Speaker: Emily Jashinsky, The Federalist & Greg Price, State Freedom Caucus*

**4:30 – 6:00 pm Break**

**6:00 – 7:30 pm Dinner: Crisis Communications**

Guest is a former communications staffer on Capitol Hill, and will share his knowledge on solving crisis communications situations and preventing communications errors proactively, as well as his keys to controlling the narrative.

*Speaker: Steve Guest, CRC Advisors*

## **Thursday**

### **10:00 – 11:00 am Continental Breakfast**

### **11:00 am – 12:00 pm Session 4: Historical Media Analysis**

Carroll and Bronitsky are experienced media leaders as well as experts on political history. This session will tie together events from modern political history, as well as the responses that Senate and Congressional staff had to those events, to provide a roadmap to help staff learn from mistakes of the past. This will also help the attendees prepare for difficult situations that may arise in their office.

*Speaker: Conn Carroll, The Washington Examiner & Jonathan Bronitsky, Athos PR*

### **12:00 – 1:30 pm Lunch and Session 5: Training Press Staff & Amplifying your message**

Schaefer and Clark will discuss management of a press team and cultivating strong staff that are creative, productive and reliable. They will also share some of the lessons they learned leading media campaigns for the White House in the previous administration.

*Speakers: Scooter Schaefer & Sondra Clark, Co-founders, The Revere Project*

### **1:30 – 3:30 pm WORKSHOP 1: Getting Your Message Out & Improving Marketing Strategy**

Communications staff create a first impression of their office to key audiences—especially online and in the media. This session will teach ways to increase the creativity of graphics and content with policy marketing and constituent messaging. Attend and say goodbye to generic content.

*Speakers: Andrew Beck, Beck & Stone & Andrew Cuff, Knight Takes Rook*

### **3:00 – 4:30 pm Session 6: Louder Social Media Content**

Social media in many ways has become a way to get the message out to the people directly, and to force a conversation on topics that matter to everyday Americans. Frayter will share his expertise on social media applications, data management and content creation.

*Speaker: Gary Frayter, Louder with Crowder Podcast*

### **4:30 – 6:00 pm Break**

### **6:00 – 8:00 pm Dinner and Session 7: Pitching & Booking**

These Fox News bookers will be able to provide feedback to staffers on what would help improve their relationship with the media, how to create engaging

pitches that help producers choose whether or not to book their boss, what best practices are for working with their shows, as well as ways to prepare bosses for last minute media hits.

*Speaker: Mary Margaret Olohan, The Daily Signal & Kaylee McGhee White*

## **Friday**

### **10:30 am - 11:30 am Continental Breakfast & SESSION 8: Understanding the Conservative Media Landscape**

A reporter and a public relations expert share insider tips with staff to help them understand what types of outlets to utilize for different types of efforts and events, as well as how to navigate the tricky rules of booking with major media outlets and opinion editorial placement.

*Speakers: Chris Bedford, Common Sense Society & Bobby Donachie, Athos PR*

**12:00 pm Check Out Travel from Decoursey Bridge Rd, Cambridge, MD to arrive at Independence Ave., SE at 2:00 pm.**

1. Allie McCandless - Rep. Dan Bishop (*Invited as a communications professional and interest in improving Congressional communications strategy*)
2. Madeline Huffman - Rep. Andrew Clyde (*Invited as a communications professional and interest in improving Congressional communications strategy*)
3. Harrison Fields - Rep. Byron Donalds (*Invited as a communications professional and interest in improving Congressional communications strategy*)
4. Laynee Buckels- Rep. Randy Weber (*Invited as a communications professional and interest in improving Congressional communications strategy*)
5. Caroline Briscoe- Rep. Tom Tiffany (*Invited as a communications professional and interest in improving Congressional communications strategy*)
6. Taylor Hulsey- Rep. Troy Nehls (*Invited as a communications professional and interest in improving Congressional communications strategy*)
7. Emma Settle- Rep. Andy Ogles (*Invited as a communications professional and interest in improving Congressional communications strategy*)
8. Miranda Dabney- Rep. Kevin Hern (*Invited as a communications professional and interest in improving Congressional communications strategy*)
9. Harry Fones- House Freedom Caucus (*Invited as a communications professional and interest in improving Congressional communications strategy*)
10. Nadgey Louis Charles- Rep. Jim Jordan (*Invited as a communications professional and interest in improving Congressional communications strategy*)
11. Russell Dye- Rep. Jim Jordan (*Invited as a communications professional and interest in improving Congressional communications strategy*)

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  
*Staff Director and Chief Counsel*

Keelie Broom  
*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

August 17, 2023

Ms. Madeline Huffman  
Office of the Honorable Andrew S. Clyde  
445 Cannon House Office Building  
Washington, DC 20515

Dear Ms. Huffman:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for August 23 to 25, 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:kjf