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: Michael Wootten Jr
2. a. Name of Accompanying Relative: _____ ***OR*** ☒ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: May 29, 2024 Return: May 31, 2024
   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: _____
6. Describe Meetings and Events Attended: We attended policy briefings and advice sessions from policy experts and former hill staffers.
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:** 6/14/2024

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. Dan Bishop **Date:** 6/14/2024

Signature of Supervising Member: Dan Bishop

last updated 7/2023

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: May 29, 2024 Date of Return: May 31, 2024
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	$100.00	$198.00	$128.00	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:** June 3, 2024

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.

last updated 7/2023

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Micky Wootten
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: 11/1 Date of Return: 11/3

   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, invitation, invitee list, and any other attachments and Additional Sponsor Forms.

   NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**

   As a Legislative Correspondent, this trip will allow me to better perform my duties. Sessions susch as Session 2 will allow me to learn tips and tricks for conducting oversight for contituents. I will also learn how to utilize the appropriations process to conduct proper oversight. I hope to use this information to make me a more effective member of Representative Bishop's legislative staff.
9. **Yes ☐ No ☒ Is the traveler aware of any registered federal lobbyists or foreign agents involved in 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: Dan Bishop **Date:** 9/28/2023

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's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

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. Signatures must comply with section 104(bb) of the Travel Regulations.

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, services, or in-kind assistance 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: May 29, 2024 Date of Return: May 31, 2024
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. _____

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 the statement is true by clicking the 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:
   CPI is solely responsible for organizing and conducting this trip. CPI provides regular educational briefings and training sessions to congressional staff. These programs focus on operations, communication, and other tools needed to become better public servants.

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 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): $64.00/day
      2) Provide the reason for selecting the location of the event or trip:
      Location is owned by the trip sponsor, economical, 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: $99.00
   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.*

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	$100.00	$198.00	$128.00
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	$0.00	$0.00
For each Accompanying Family Member		

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: April 18, 2024

Name: Ed Corrigan Title: President and CEO

Organization: Conservative Partnership Institute

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

Email: sgast@compasslegal.org Telephone: 202.937.2309

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

May 28, 2024

Mr. Michael Wootten
Office of the Honorable Dan Bishop
2459 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Wootten:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for May 29 to 31, 2024, 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:eme

Private Trip Sponsor Form Addendum
Question #4: (Name, title, description)

1. Raphael Schreiber - Legislative Assistant, Rep. Dan Bishop *(Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)*
2. James Barbaccia - Legislative Assistant, Rep. Scott Perry *(Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)*
3. Rune Moore - Legislative Assistant, Rep. Anna Paulina Luna *(Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)*
4. Will Lane - Legislative Assistant, Rep. Jeff Duncan *(Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)*
5. Macayle Fuchs - Legislative Assistant, Rep. Paul Gosar *(Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)*
6. John Wynne - Legislative Assistant, Rep. Dan Bishop *(Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)*
7. Micky Wooten - Legislative Assistant, Rep. Dan Bishop *(Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)*
8. Clara Diaz - Legislative Assistant, Rep. Andy Ogles *(Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)*
9. Lauren Graham - Legislative Director, Rep. Josh Brecheen *(Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)*
10. Vincent Bellomo - Legislative Assistant, Rep. Jim Jordan *(Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)*
11. Gus Desch - Legislative Assistant, Rep. Warren Davidson *(Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)*
12. Scott Sipchen - Legislative Assistant, Rep. Andy Biggs *(Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)*

13. Matt Arthur - Legislative Assistant, Rep. Andy Harris *(Invited as a legislative staff member for a Member interested in conservative principles and policy seeking to improve legislative skills)*

Conservative Partnership Institute's (CPI)
Legislative Assistant Symposium
May 29-31st, 2024

<u>Wednesday, May 29th:</u>

9:00 am	**Depart from Washington, D.C. 20003**
11:00 am	**Arrive at Cambridge, MD 21613**
11:00 - 12:00 pm	**Check-in and Orientation**
12:00 – 1:00 pm	**Lunch and Introductory Remarks** Former House Chief of Staff will welcome the group and describe the retreat's goals. *Speaker: Hugh Fike, Conservative Partnership Institute*
1:00 – 2:30 pm	**SESSION 1: An Overview on Oversight** President of the American Accountability Foundation and long-time investigative staffer will share strategies for how Congress should approach oversight and accountability. *Speaker: Tom Jones, American Accountability Foundation*
2:30 – 3:00 pm	**Executive Time**
3:00 – 4:30 pm	**SESSION 2: Border Security** A discussion of conservative immigration policy prescriptions which serve the national interest, protect American workers and their wages by reducing immigration levels, uphold the rule of law, secure the border, and stop illegal immigration. *Speaker: Rosemary Jenks, Immigration Accountability Project & Grant Newman, Numbers USA*
4:30 – 6:00 pm	**SESSION 3: Connecting with the Conservative Legal Movement** An overview of the conservative legal movement and how legal tactics may be used to effectively push forward a conservative agenda. *Speaker: Gene Hamilton, Executive Director of America First Legal*
6:00 – 6:30 pm	**Executive Time**
6:30 – 8:00 pm	**Keynote Dinner with Ed Corrigan** A dinner covering pitfalls to avoid within the conservative movement in order to become the most effective conservative legislative staffer. *Speaker: Ed Corrigan, CEO of Conservative Partnership Institute*

Thursday, May 30th:

8:30 – 9:30 am **Breakfast Buffet**

9:30 – 11:00 am **SESSION 4: Second Amendment Fundamentals**
An overview of the Second Amendment, the key firearm laws currently in place, and how conservatives should be thinking through Second Amendment policy.
Speaker: Michael Williams, The Cylinder

11:00 - 11:30 am **Executive Time**

11:30 – 12:30 pm **Lunch & Session 5: Legislating on Life**
A historical overview of federal legislation on the life issue and proposed avenues through which Congressional staff can advance pro-life policies.
Speaker: Hugh Fike, Conservative Partnership Institute

12:30 – 3:00 pm **Executive Time**

3:00 – 4:00 pm **Session 6: Working with Outside Organizations & Building Coalitions**
A discussion on understanding today's landscape of outside conservative organizations and an explanation on how successful coalitions work to maximize Members' efforts.
Speaker: Paul Teller, Advancing American Freedom

4:00 – 4:30 pm **Executive Time**

4:30 – 5:30 pm **Session 7: Understanding Congress**
Key terms, strategies, and tactics to understand how Congress works. Identifying certain terms will assist in the preparation for future actions.
Speaker: Ed Corrigan, CEO of Conservative Partnership Institute

5:30 – 6:00 pm **Executive Time**

6:00 – 7:30 pm **Keynote Dinner: The Department of Justice**
A conversation with a former Department of Justice employee on oversight of and reforms to the DOJ.
Speaker: Jeff Clark, Senior Fellow and Director of Litigation, Center for Renewing America

Friday, May 31st:

8:30 – 9:00 am **Breakfast & Check Out**

9:00 am **Travel from Cambridge, MD 21613**

11:00 am **Travel to Washington, D.C. 20003**