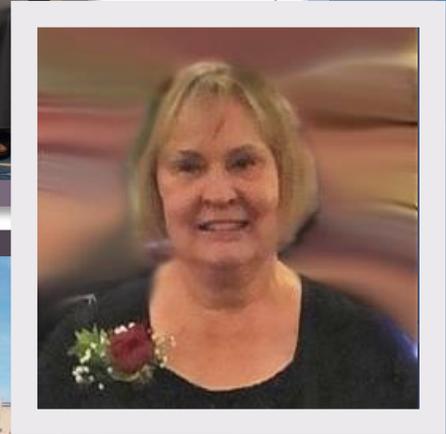




The Oregon Grapevine

September, Issue 2
2019 - 2020





***Greetings
.....from the vineyard.***

Greetings from the vineyard. I hope all of you are having a relaxing summer. As I say that, I know I have caused at least a few of you to be busy, and I am very appreciative. One of my sisters pointed out to me that I didn't really have to do much until Leadership, but my feeling was that if we got a lot of work done during the summer, then the rest of the year would be easy! My heartfelt thanks to the document's committee for all their work this summer in updating and redoing guidelines and forms. We aren't finished, but got a great start.

IC in Memphis was a great experience. I shouldn't have worried about knowing what to do. I had lots of mothers who kept me informed and in line. It was great to get to know sisters from other states and find that we all have a lot in common. And of course my most memorable experience was touring St Jude. There isn't any way to describe the feeling inside that hospital. It makes me proud to be a part of the ESA team and makes me want to get more people involved. I wasn't expecting the emotions as I walked those halls.

I am looking forward to Leadership and hope all of you are also. Grants Pass is working hard to make this a great meeting. I will be sharing the results of the survey and hopefully implementing a few of your suggestions. I am looking forward to this year. Let's make it a memorable one.

***Marsha Klosterman,
Oregon State President***





From your 1st Vice President –

So ... have you thought about why you joined ESA? Why we all continue our membership year after year?

We probably joined because a friend told us about this great “sorority” that has loads of fun while working together on projects for good causes. Then as we began meeting new friends and sisters and getting involved in our chapters, we suddenly realized that we belong to a wonderful support group! When we shed tears, our members shed them right alongside us. When we need a helping hand, our members reach out to us and offer help. We have become “family!”

This deep sense of caring for each other is the reason we renew our membership each year. While we’re meeting other members at district and state meetings, we find ourselves in an ever-growing circle of loving friendship. Who can beat that?! And look at the amazing things we accomplish for charity! All you have to do is attend an IC Convention and experience the excitement of learning how much money ESA chapters donate as a whole to St. Jude Children’s Research Hospital. It will blow your mind!

President Marsha’s theme is **“Harvest Love in ESA”**. Let’s not keep this love for ourselves; but spread it around and offer what we enjoy so much about ESA to others so they may experience the same hugs and love that we do!

Linda Gratteri,
Oregon State 1st Vice President

Editors Note: Membership Guide and Tips from HQ included



From your 2nd Vice President -

Hope everyone had a great summer! I have been on the go with several trips. I really enjoyed Board Retreat at Pacific City – lots of laughs and some good planning for Marsha's year. I am looking forward to Leadership.

However, time just flies and before Marsha's harvest is done, I will be looking for a slate of officers for next year's Board. I have observed that there is a great crop of talent here in Oregon. So, I am planting some seeds now! Don't hide your light under a bushel – ladies, please think about sharing your talents by running for a position on the Executive Board.

You can make a difference & we need you! It is fun and you will have the support of some awesome ladies as we toil together. I will be contacting many of you soon but would love to hear from you first!

Debbie Sanguras,
Oregon State 2nd Vice President



Special Thanks to Debbie Sanguras for her many years of service .

From your Corresponding Secretary –

Many, many thanks to all of you who contributed help in any way to the President's book I had the task of producing this year. By the time you receive this Grapevine, the book will be completed, finished, done and ready for delivery.....whew! I have **'harvested a lot of love'** along the way from all of you and I hope you enjoy the result.

Besides working on the book, it has been a busy summer in many ways for me, including going to IC Convention in Memphis (*which was wonderful!*) and our Board retreat in Pacific City (*which was equally wonderful!*). Marsha had planned a perfect getaway for us, from the beautiful home we had the use of to a full agenda which kept us busy most of the time. By the time we left, we all felt good about the amount of work we accomplished thanks to Marsha's impressive leadership skills. If this weekend was any indication, be assured we will have a great year ahead of us.

Looking forward to seeing many of you at Leadership!

Joy Serkowney

Oregon State Corresponding Secretary



From your Treasurer –

Summer has flown by! Thank you to all the chapters that have sent in their dues and rosters. I am still needing a few and I will send emails out to those chapter presidents.

A reminder that **TAX FACTS are due by SEPTEMBER 15!!** They need to be sent to ESA International and can be faxed if needed. Let me know if you need any help with these.

Foundation dues are also due September 15.

I can't wait to see everyone at Leadership!

Melanie Swann,

Oregon State Treasurer



From your Chaplain –

2019-20 is time to dream big dreams, to set big goals and achieve all that we are wishing for and working towards.

Prayer:

Let us live each day in the most loving ways. Give us the strength to serve all who are in need. May the coming year be filled with peace, prosperity, good health and love. May God's blessings shower upon every ESA Sister and bestow upon each of us a bright, healthy and peaceful year as we work together to Harvest love in ESA. Amen

At your service,
Rhonda Adler
Oregon State Chaplain



From the Junior Past President & Disaster Fund Chair -

I hope everyone has had a good summer. Today, August 26th, is the first day of school in Burns and Hines, so it really does seem like fall is here.

It was a wonderful summer, packed with so many great experiences; it's hard to believe they all fit into one summer. IC in Memphis was everything and more than I thought it would be. The city is beautiful, we were able to be with about 15 of our Oregon members, we toured St. Jude Children's Hospital, and everything else in between was amazing.

Our Executive Board Retreat on the coast in Pacific City at Marsha's son's beach house was beautiful. The weather was perfect, we laughed until our stomachs hurt, and we got some major things accomplished. It was really a special time.

I know we're all looking forward to Leadership in Grants Pass. These ladies have had lots of experience putting on conferences, and this one should be a good one. They know how to be serious and they know how to have fun too.

As Disaster Chair, I will be bringing my handmade cards to sell. I've decided to sell them separately, so they will be packaged individually and there will be a variety of cards: Birthday, Get Well, General (Frizzy Cat Card), Sympathy, and Congratulations. Cards will run from \$3 - \$5, most being \$5). There will also be a wine basket that will be raffled that Harold has put together. Hopefully, we can raise some much-needed funds for people who have major traumas in their lives. We can make such a difference to these families.

See you at Leadership. If you're not able to come, and you would like to buy some cards, I'm sure I can arrange to mail some to you. I can take a photo of what is being sold. They will also be a variety of cards sold at Winter Meeting. You can email me at nandog.reid@gmail.com if you're interested in any.

See you soon,

Nancy Reid

*Oregon State Junior Past President
Oregon State Disaster Fund Chair*





From your Documents Committee Chair –

It doesn't seem possible that we are now beginning another ESA year. Convention, which was so much fun, is now past and time to look forward to another fabulous year ahead. President Marsha has selected a Documents Committee so we can look at the Guidelines and update any changes.

If you were or will be a new officer or chairman, please look at your specific job and let us know if you see anything that needs to be added or deleted to that task. Also look at any forms for that same purpose. We would really appreciate your input in this process.

If you don't have a copy of The Guidelines, you can find them on the Web Site, or contact me and I can send you a copy of your specific office or appointment. If you have any particular questions, please feel free to contact our committee members; me (Kathy State), Sandy Diess, or Diane Smith.

Kathy State

Oregon State Parliamentarian
Oregon State Documents Chair

From your Education Chair -

Ladies I hope you've had a great summer, Fall is coming fast, time to start thinking about your chapter educationals for the year. Our theme is **“We heard it through the grapevine”**be thinking about what you can do with that.

Would love to see more of you doing fun and informational educationals. I'm attaching the Educational Award & Report Guidelines.

Thank you,
Jean Forsman
Oregon State Educational Chair

Editors’ Note: Education Guidelines & Form included



From your Publicity Chair -

Now that our sorority year is beginning after a summer hiatus for some chapters I know that everyone is on board for working on their educational, philanthropic and ways and means projects, including inviting prospective members to join us.

CHAPTERS.....please take pictures of your events and send to me either by email (below), or by regular mail. I would like to have a huge display at State Convention in Coos Bay of all our activities.

Please also take advantage of your local news media and submit articles to them and send me copies of any coverage you may receive.

Let's get Epsilon Sigma Alpha out there to our state.

Thanks.

Pat Stupur

Oregon State Publicity Chair

patstupurathome@comcast.net



St Jude News

Reminder...**September 21st is the St Jude Walk/Run** at the Oregon Zoo.

- Registration is \$10 and that will get you into the zoo.

ESA has a team...JoAnne's ESA Warriors sign up to walk or to just make a donation. Text "walk" to 785833 to start a team. Or go to stjude.org/walkportland make a donation or start a team.

Contact JoAnne McKenney at 503-446-7053 with any questions

Leadership News –

People planning to arrive to Grants Pass Friday - we have arranged a place to socialize and have a no host dinner together. It will be in the Evergreen Room at Taprock along the Rogue River. You are invited to join Oregon State President Marsha Klosterman and other sisters for an informal time to enjoy each other's company.

We need to know how many people plan to attend so we will let our event contact know how to plan for dinner. **We will need to know if you are attending the Friday Dinner by September 12.** Please email me at orcycler@mac.com

REMINDER: TO DATE WE HAVE 25 REGISTRATIONS. DEADLINE IS COMING!!!

Southern Oregon sisters are looking forward to hosting you.

Lynn Hughes
Oregon State Leadership Chair

Editors Note: Registration form is included

Additional Editors Note: Winter Meeting Registration form is also included



2020 OREGON STATE CONVENTION

WHEN: May 1 thru May 3

WHERE: at the Mill Casino Hotel & RV Park, North Bend.

The Hotel has rooms and RV spots set aside waiting for your reservations, just mention **ESA OREGON** when you Call 541-756-8800.

See you there!



Oregon State Foundation Counselor

I hope everyone was had a great summer but fall is just around the corner. Looking forward to Leadership in September and hope to see you all there.

What a wonderful week in Memphis, I learned a lot about the foundation and hope to share at Leadership. We had fun at the **FunFest**, were the purse was auctioned off, it went for \$525.00 and our sweet Kaycee was the winner. **Super job Kaycee!**

We are a volunteer foundation. Career Enhancement Grants: Vocational Training Grants: Partnership/Joint Venture Grants: St. Jude Graduate School Grant:

- I am looking forward to sharing more about the Grants at Leadership.
- We had 97 new life active members let's see how many more we can get to become life members.
- The foundation has 4 new endowments this year, how exciting is that!

Hope you enjoy the rest of your summer and will see you at Leadership in Grants Pass, I will have some ideas for a chapter project.

Hugs,

Barb Moss

Oregon State Foundation Counselor



Archives -

Well, it's final. Jeannette has transferred all of the Archive files to me. Will was wonderful to bring it all upstairs and I've started to scan all paper documents to be uploaded onto our ESA Oregon State webpage. I will be working with Chris York to get that done so there will be (*hopefully*) new updates after each state meeting when I pass along a flash drive to her.

As I go through files and complete scanning of items I will be bringing the hardcopies to the state meetings also for files to be returned to original owners. This way people (Gavels & others) can complete their own personal files. If you are cleaning out your files and not sure what to do with it all, please let me know and I'm happy to go through it all for anything that we might be missing.

All items not scan able (pins/charms, plaques, trays, flags, etc.) will be kept with me and I'll attempt to bring a display to meetings in order to share our history.

I've been asked about archiving District files – I'm happy to do so but please wait until I get the bulk of the State files done. I can only hide so much from Will in this old farmhouse.

Carolyn Warren
Oregon State Archives Chair



ARCHIVE



Western States Regional Council

The annual Western States Regional Council met at the 2019 IC Convention in Memphis Tennessee at the Downtown Hotel Sheraton. Council President, Wanda Leyes presided over the meeting with approximately 30 from the council states in attendance representing Alaska, Arizona, Australia, California, Oregon and Washington. 18 of our 47 Oregon members attended IC Convention with Oregon's newly elected Oregon State President, Marsha Klosterman.

An election of officers was held. The 2019 - 2020 WSRC board is: WSRC President, Jeri Longacre of Washington; WSRC Vice-President, Connie Russell of Oregon; WSRC Secretary, Chris McLeod of California; WSRC Treasurer, Judy Huntley of Oregon and WSRC Parliamentarian, Wanda Leyes of California. Appointments will be announced at a later date.

The 2020 WSRC Fling is a **7-day Mexican Riviera Cruise**, from January 5th to the 12th. At this time there are 6 of us planning to attend and we'd welcome hearing from anyone who would like to come along. Please, for those that won't be going, don't forget to help support those who do with a donation, for **"The Helping Hands Walk"**.

The **Oregon Leadership Conference on September 28th-29th** is at the Holiday Inn Express in Grants Pass. The membership will be sharing lots of the new ideas and changes that are taking place within ESA at this time and in the future. If you'd like to join us please contact me for information. We'd love to have you attend.

I will continue to encourage even more of our Oregon ESA sisters and brothers to become members of the Western States Regional Council. Membership is \$2 yearly and just another link in our ESA fellowship promoting the helping hands of friendship. The council also supports any ESA member running for an IC position from any of its member-states. We encourage leadership.

I hope all will have a nice Fall Season and looking forward to coming Holidays.

Sandy Diess

Oregon Western States Regional Council Representative



District Doings –



Willamette Valley District



Epsilon Theta invites you to join Willamette Valley District Council for their next district meeting on **October 12th** in Waldport.

Place and time to be announced.

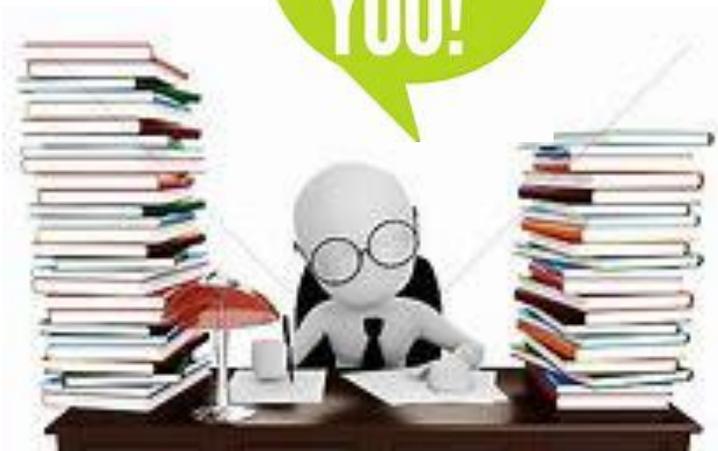
For information contact Marcia Bradley at 541-961-2684
marcialb17@gmail.com.



Douglas District

Douglas District has been busy planning and organizing the **2020 State Convention**. We have had meetings with hotel staff and discussions with chapter boards to start finalizing all the details.

Douglas District meeting is Saturday, October 12th, at the Kozy Kitchen, in Myrtle Point. We meet from 11 to 2. We would love to have you as a guest. Convention will be our primary topic of discussion.



Chapter Chats –

Beta Omnicron - Burns

We had a quiet summer and are just ramping up for our Fair Booth. We will be busy all next week with this. We are hopeful that the weather is as beautiful as it's been lately. We installed our new board in May. We are excited for this New Year! We will get to see our illustrious President at our second meeting in September and we are very excited about that.

We will host our District meeting in October and that is always a lot of fun.

Melanie Swann,
Beta Omnicron Chapter President

Beta Eta - Sutherlin

Beta Eta has been very busy this summer planning for our annual fundraiser, selling blackberry cobbler at Sutherlin's 31st annual Blackberry Festival. We baked 130 cobblers and sold everyone, we also sold blackberry sundaes for a net profit of over \$2800. It's always a thrill to hear so many people tell us they wait all year to have a piece of our cobbler.

We also received over \$160 in donations for St Jude's.

This event allows us to introduce ESA to many in the community.



Above: Gemalee Morrison, Connie's friend from Seattle and Connie Russell holding a sample of the cobbler.



Darlene Handy, Connie Russell, Joann Rochester, and Judy Huntley working at the Blackberry Festival.

Delta Xi - Portland

Although Delta Xi does not hold regular meetings during the Summer months, we still seem to keep busy. For example in May, JoAnne McKenny worked at the St Jude Warrior Dash at Pat's Acres in Canby where they raised a little over \$10,000. Here are before and after photos of 4 of our Heroes.



Delta Xi - Portland

Our planning meeting held in June was a busy, but successful discussion of projects, some of which we were able to schedule for the coming year. Philanthropic projects remain much the same as in the past: Easter Seals, St Jude's Children's Hospital, Transition projects, HIV day center lunches, Hope for Heroes, Human Solutions, the Children's Book Bank, Sno Cap, Trillium in addition to several others.

We already had a home party selling and buying items from a company called Norwex. We will be selling Poinsettias at Christmas time and sell plants and flowers again in the Spring. Our annual Dinner and Auction will be held February 22, 2020.
***PLEASE CONTACT ONE OF US FOR DINNER TICKETS OR TO ORDER FLOWERS.**

In early July several of us attended the "Ducky Races" at Easter Seals camp. Delta Xi purchases rubber ducks and lets the campers decorate them with stickers, ribbons and markers after they 'race' them in the nearby creek.

Pat Stupur had hip surgery (*the other hip this time*) and several DX sisters spent time assisting her and keeping her company. We had great instructions regarding medication and other helpful information from her family.

Easter Seals golf tournament was happy with our time spent helping with set-up and preparations for the big day.

Eight Delta Xi members and one prior DX member attended a picnic with Delta Kappa members from Hood River. We try to do an annual get together with Delta Kappa, however some years dates are not convenient for both groups. This year DX members brought main dish box lunches then drew names and shared their lunch with their chosen DK member, who brought desserts to share with us.

We got together two additional times this Summer, once to add up and submit our earned points that we keep track of each year for Pallas Athene points/awards. Then we met for an afternoon where we invited prospective new members. Although our prospects were not able to attend we had a nice social visit from our hostess, Vice President Jill Holden, whose rushing theme is 'Create your own Delta Xi journey'.

Independent Living Resources (ILR) invited us to attend their volunteer appreciation luncheon where they served us a nice meal catered from the Olive Garden. We will be assisting clients of ILR in September at their annual picnic held at Glendover Golf course.

Sandy Bowen
Chapter Member

Delta Kappa - Hood River

Delta Kappa installs officers for 2019 -2020

New officers for 2019-2020. (L-R) are Tami Arthur (President), Martha Hoskins (Vice President), Beth Wright (Secretary), Dorothy Stearns (Educational Director) and Penny Phelps (Treasurer). New year, new friendships through ESA.



President Tami Arthur presented Kathy Hines with her 15 year pin as a sorority member. She is affectionately known as our “runner” during our Bingo fundraiser. Congratulations Kathy!



We had our annual picnic in Cascade Locks with the gals from Delta Xi, Portland. Great way to reconnect during the summer and meet new members.



2019-2020 Delta Kappa members gathered at the Columbia Gorge Hotel in Hood River. (L to R) Rhen Adamson, BG Brackman, Beth Wright, Debbie Sanguras, Melanie Burns, Penny Phelps, Vicki Simpson, Tami Arthur, Dorothy Stearns and Martha Hoskins. Not pictured: Kathy Hines & Trish Rogan.

To a new year of friendship and developing fresh and new ideas to serve our community



Delta Gamma Hometown Harvest Party & Auction

Please join us for a casual autumn evening celebrating the beauty and bounty of our community.

Saturday, October 19th at 6:00 p.m.

Florence Senior Center, 1560 Kingwood Street

Tickets: \$25

(includes appetizer buffet by Nosh Eatery, complimentary beer or wine, delicious desserts)

Tickets purchased by October 10th receive a raffle ticket for a drawing on October 19th.

To reserve your tickets, ask any Delta Gamma member or call/text Janet Huston at 541-999-7718 or e-mail janet.huston@msn.com



Alpha Zeta - Eugene

Members of AZ have continued to collect pull tabs and coupons over the summer which has gone by way too fast!

In June, Becky Diehnel presented our first educational of the year. We all went to the Rose Gardens on the banks of the Willamette River and reveled in the beauty of the gorgeous gardens. It was a wonderful day and after wandering through the gardens, we enjoyed a potluck at the picnic tables located under the arbors. Becky then presented her essay.

Bags of Love (BOL) made a huge move to the Delta Oaks area just off of Beltline. The new facility is a great improvement over the warehouse BOL occupied up to now. BOL was closed down for two weeks for the move so AZ helped pack school bags full of school supplies which were grade specific. A whopping 800 bags were packed!!

In August, we helped (*and I use the term loosely*) with the golf tournament put on by Omega Mu. The event was a huge success and I will let them tell you the amount after expenses which was for St. Jude. Congratulations to OM on a well-run golf outing.

For our part, AZ hosted another Paint and Pour which had 22 attendees. We raised around \$500.00 for St. Jude.

Jayne Merz's former chapter in Longview hosted a surprise birthday party for her. Three of our members traveled to Longview only to find out that Jayne was sick and could not attend. Surprise!! The party was held anyway as it had already been planned.

Looking forward to September. Can winter be far behind?

Lani Shimer,
Publicity



Lani Shimer, Joy Serkowney, Sandy Diess, Sandi Bristow



Jayne Merz & Joy Serkowney



**OREGON STATE
LEADERSHIP CONFERENCE**

“HARVEST LOVE IN ESA”

September 28-29, 2019
Holiday Inn Express
105 NE Agness Avenue
Grants Pass, OR 97526

Room rates: Single King or Double Queen Beds - \$119.00 plus 10.8% tax
Rooms are also held for Friday September 27 for those who come early.
All rooms held until Friday, August 30, 2019 – after that subject to availability
Breakfast included

Reservations call: 800-838-7666
Mention Epsilon Sigma Alpha (ESA)

Registration: \$70.00 Make checks payable to:
Gamma Beta Leadership
Mail to Billie Patino, 205 Landau Lane, Grants Pass, OR 97527
Registration Deadline is September 14. Late registration is \$75.00.
Registration includes: Saturday lunch, Buffet dinner

Member Name _____ Phone _____

Mailing Address _____

Chapter Name and Number _____ # _____

Special dietary needs _____

Check all that apply: State Board _____ District President _____
Chapter President _____ Gavel _____ Pledge _____ MAL _____ Guest _____

ESA's Winter Harvest

Winter Meeting February 29 & March 1, 2020

Hosted by Alpha Upsilon Chapter of ESA

Meetings and meals will be held at the Embassy Suites by Hilton
9000 SW Washington Square Road, Tigard, Oregon 97223.
TEL 1-503-644-4000

Room rates are Sgl. \$137, Dbl \$147, additional \$15 per person. These prices are held until Tuesday, February 25th. Mention you are with Epsilon Sigma Alpha. Cooked Breakfast and a free Happy Hour from 5:30 –7:30 p.m. is included for registered Hotel guests.

Friday night attendees may want to shop at the premier Washington Square Mall, the largest Mall in Oregon, just a quick walk or drive from the Hotel.

Registration: \$85.00 due by January 31st. If after that date, \$90.00.
Registration includes Lunch and Dinner on Saturday.
Make your checks payable to Alpha Upsilon and mail to:
Claudia Hale, 4275 SW River Rd. Hillsboro, OR 97123.

Member name.....Phone.....

Mailing Address.....
email Address.....

Chapter Name and Number.....#.....

Special dietary needs.....

Check all that apply: State Board.....District President.....Chapter President.....

Gavel.....Pledge.....MAL.....Guest.....

Oregon State Council

EDUCATIONAL AWARD & REPORT GUIDELINES

Deadline is April 1st

AWARDS: Certificates will be awarded to the First, Second and Third place entries. In the event of a tie, duplicate certificates will be given.

Chapters presenting six (6) educationals will receive the **Gold Link Award**.

ENTRY REQUIREMENTS for EDUCATIONAL REPORTS:

1. Entries must be postmarked on or before April 1st or they will be disqualified.
2. Entry must be typed and submitted by mail. The chapter name, number, city, state, year and Educational Director's name must be included.
3. Please write a short paragraph about each educational giving the theme, general content and number of people giving the educational.
4. Send the entry to the State Educational Director postmarked no later than April 1st.

JUDGING:

Entries will be judged on the following guidelines:

- | | |
|--|-----------------|
| 1. Meeting the above requirements. | 10 points |
| 2. Overall member participation. | Up to 25 points |
| 3. Year's theme and related program. | Up to 50 points |
| 4. Theme and how it was carried through each presentation. | Up to 25 points |

Total Possible Points

110 points

When writing a paragraph about each educational, think about the following:

- Yearly theme, topic, method of presentation, guest speaker, visual aids, field trips and reference listings.
- The reporting process has been shortened in order to encourage everyone to participate. It is so enjoyable reading about each chapter's education theme and program.



ESA Chapter Goals

Chapter Name:

Date:

Chapter goal setting is an important step in clarifying the future of your chapter. These goals should be agreed upon by all chapter members and should work to encourage and excite members for that is to come. Remember that you can tweak your goals along the way, and that there may be many steps to completing each goal.

Goal 1:

Goal 2:

Goal 3:

Goal 4:



ESA Membership Survey

Before you start making plans for your chapter's future it is important to understand how current chapter members are feeling about the chapter, their participation, and the projects they participate in. This survey will guide chapter members through thoughtful consideration of each aspect of the chapter and chapter activities. Be sure to budget enough time for people to complete the survey and for results to be reviewed.

Getting Started:

- Discuss why it's important for members to complete the survey with their honest feedback.
- Distribute the survey to all chapter members and explain that their results will be used to develop a plan for the chapter's future and improve how the chapter functions.
- Determine a group of chapter members who will be in charge of collecting and analyzing the results. If you have a smaller chapter this can be done as a group, or by the chapter president.
- Present and discuss the survey results with the chapter, allowing time for questions from members.
- Use the results of the survey to create a plan and goals for the chapter going forward in conjunction with the Chapter Membership Guide. Collaborate with chapter members throughout the process. This should be a fun and engaging activity for the chapter. Be sure that there is follow-through with concerns and ideas that are brought up from the survey.

We hope this will be a fun activity for your chapter and one that will help you grow. You can print this survey out and hand it out to chapter members or send them the link to fill it out and print it themselves.

If you have any questions don't hesitate to reach out to ESA Headquarters.