



Building Community Across Borders since 1978

Sponsor Leader Checklist:

What you need to know before you go

Before you go to Mexico, please review the following checklist so you and your group can have the best trip possible. A successful construction project in Mexico requires many hours of work by your group, as well as Corazón staff. If you have any questions, comments or concerns, please don't hesitate to contact the office manager at office@corazon.org or call 714.547.0357.

Upon receipt of confirmation email:

1. Recruit your volunteers.

- Size: If you are doing a house build, your group should consist of 35- 50 volunteers and 20- 25 for additions. If you exceed these quantities safety becomes a concern and not everyone will have the opportunity to enjoy the full experience. We can arrange other projects for larger groups for a nominal fee, please contact the office manager.
- Young Children: For safety reasons, we suggest that only children 12 years & older participate in the construction projects. However, if you may bring younger children at your own risk and if they are under the strict supervision of their parents and/or legal guardians.

2. Create a Volunteer Profile.

- Each person from your group must create a volunteer profile and sign up online by visiting our website at www.corazon.org.
- By creating a volunteer profile, the volunteer will fill out the Corazón waiver form. The next time they volunteer, they can just sign up for the project online. They will also receive a Saturday Bulletin with important project information via email.

3. Visit us.

- If this is your first build, we suggest that you attend a project, so you can familiarize yourself with our procedures.
- We also recommend that you contact the office to schedule a Corazón Representative to come speak to your group or for you to meet with us in our office.

One – two months prior to build: (minimum 2 weeks prior to project)

- 1. House Warming Gift:** You may bring a house-warming gift for your family. Gifts should NOT exceed what will fit in a 32-gallon trashcan. Please DO NOT purchase a gift for each family member, it is not Christmas. The house-warming gift should be for the entire family to enjoy together. Suggested items: Canned food, bag of rice & beans, bottled water, kitchen utensils, small furniture, dishes & pots, towels, cleaning supplies, hygiene supplies, microwave, curtains (There are two 3'x3' & two 2'x2' windows in the new house). One large item only, either furniture or a set of dishes.



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2. **Appoint volunteer leaders** before your project and give their names to the Corazón Trip Coordinator on the morning of your build. This preparation will help the day go smoother and give the Trip Coordinator and Lead Builder a contact for the different jobs.
 - Lead Painter: – 1 volunteer. Some supplies will be available, but to ensure everyone has tools, the group should bring extra paint rollers, brushes, trays and stir sticks.
 - Lead Framer Leader: – 1 volunteer. Some supplies will be available, but to ensure everyone has tools, each person should bring their own hammer and nail bag.
 - Cutters – 2 volunteers. These volunteers **MUST** have experience with the skill saw and be approved by the Lead Builder on the day of the project.

3. **Balance due** – The remaining funds for your project must be paid 30 days prior to project date or the build will be canceled.

Project Day*

- 6:00 a.m. ALL volunteers arrive at H Street East, Terra Nova parking lot.
- 6:10 a.m. Meeting with drivers only to discuss caravan.
- 6:20 a.m. Meet with all groups to review projects, safety and caravan rules.
- 6:30 a.m. Leave parking lot. We will not wait for anyone.
- 7:30 a.m. Arrive at build site. Safety talk and meet the family.
- 8:00 a.m. Begin work.
- 12:00 p.m. Lunch – is provided. We ask for a \$50 donation from the group.
- 1:00 p.m. Resume work.
- 4:00 p.m. Work completed** and cleanup.
- 4:30 p.m. Closing Ceremony.
- 5:00 p.m. Leave for border.

* *Times are approximate*

** *Corazón* participants will complete any unfinished work during the week. They will earn hours for these projects, and exchange these hours for donated items such as food, clothing, furniture, materials, etc.

If you have any questions or concerns, please don't hesitate to contact the office manager at office@corazon.org or call 714.547.0357.

*It is going to be a terrific day,
Thank you!*