



Corazón, Inc.

Guide to Your House Build Experience

www.corazon.org

Welcome to Corazón!

Whether you are considering a build day or have committed to building with us, we are so excited you are reading through this!

Since 1978, **Corazón has been committed to building community** by strengthening families, enabling service, promoting self-sufficiency, and inspiring mutually beneficial relationships across borders. Corazón is made up of **three programs [Corazón Construction, Corazón Youth, and Corazón Family and Community]**. By partnering with us to build a home, you are helping us partner with one of our Corazón families, and help them **build a house in 1 day!**

Before we get started, below are some common questions that you may have about the build experience in Mexico.

FAQ'S

Where do we build?

Corazón works in 7 different communities located in Tijuana and Tecate, Mexico.

How far over the border do we travel?

We work in communities about 15-20 minutes over the border.

How many people can come on the build?

We have a maximum limit of 50 people for a house build. However, if your group is low on numbers, we can absolutely supplement your build to ensure a successful day.

How much does it cost?

A traditional house build costs \$8,400 and a house build + bathroom costs \$9,000. If your group is looking for more budget friendly options, contact our office for more information (www.corazon.org).

What transportation options do I have?

Your group can choose to have a car caravan that is lead by Corazón staff/volunteers or we can help you secure a bus reservation for your group. Cost varies depending on pick up location and is in addition to the cost of the house build.

Do I need Mexican Auto Insurance if I drive my personal vehicle?

Yes. Check out Baja Bound (www.bajabound.com) and easily buy auto insurance for 1 day!

As volunteers, are we covered with any kind of insurance?

Yes. All of our volunteers are required to fill out an online profile that doubles as your liability waiver as well as your volunteer insurance for the trip, covering you from our meeting location in Chula Vista, CA > Tijuana/ Tecate > Chula Vista, CA.

How old do you have to be to participate?

We do not have an age restriction on our builds. For children under 18, we do require a parent to accompany the child or have a letter of permission written if child is attending with another guardian.

What type of documentation is needed to cross the border?

A valid U.S. Passport, Global Entry Card, or Senti Card are required to participate with us for the day.

How do I get started?

This guide was made for you! Continue reading and we will provide a roadmap on how to have the most successful and enriching day with Corazón!

Group Leader Checklist

Table of Contents

Below is a checklist of everything you need to consider and complete to have the most successful and enriching day with your group! Should you have questions please contact our office at office@corazon.org or call us at 714-547-0357, and we would love to walk you through this!

DOWNLOAD AND READ THROUGH THIS HOUSE BUILD GUIDE

This packet was created with you in mind! Read through this packet as it will provide a lot of important information for build day.

FILL OUT THE CONSTRUCTION APPLICATION - PAGE 3-4

Our Construction Application not only gives us information about your group, but also allows gives us important information about your trip logistics. Consider the items below:

SELECT YOUR HOUSE BUILD

Pick a build that suits your group's budget!

PICK A DATE

Corazón has two build seasons. Our spring season runs from March-June and fall season runs from August-November. Contact the office to see what dates are currently available!

DECIDE ON TRANSPORTATION

Depending on your group's budget, decide what type of transportation you would like. Select a car caravan, or choose to have a bus (cost varies by location).

SUBMIT APPLICATION + DEPOSIT

Mail application + \$1,000 non-refundable deposit to Corazón offices or scan application to office@corazon.org. Deposit holds your spot and goes toward the overall cost of the trip. House builds are scheduled on a first come, first serve basis.

RECRUIT VOLUNTEERS

We have a volunteer maximum of 50 on our house builds. If you are having difficulty recruiting, contact the office, and we can help you supplement your trip with additional volunteers!

RAISING FUNDS - PAGE 5

Raising funds can be a daunting task, but there are many creative ways to do it! Check out our fundraising guide in this packet for some helpful resources!

ENSURE ALL PASSPORTS ARE VALID

Communicate with your group and make sure everyone attending has a valid U.S. passport!

ENCOURAGE YOUR GROUP TO REGISTER ONLINE - PAGE 6

Everyone participating on the build (adults and kids) needs to register online. Feel free to send the directions in this guide to your group to ensure easy registration.

COORDINATE A HOUSE WARMING GIFT FOR THE FAMILY - PAGE 7

A house warming gift is a wonderful way to welcome the new family into their new home. Coordinate a gift with your group to present the day of the build.

REVIEW TRIP CHECKLIST + ASSIGNING TASK GROUPS - PAGE 7 - 8

This document is a great resource to send to your group, as it lists all the needed supplies and tools that they will need for the day. Also be sure to take some time and assign leaders and volunteers to the 3 task crews listed on page 8! Groups should come with supplies listed so they are prepared and successful

GET EXCITED FOR A GREAT DAY! - PAGE 9

Check out ways to interact with Corazón before, during, and after the trip on social media and beyond!



BUILDING COMMUNITY ACROSS BORDERS

Office Use Only

Event ID.....
Deposit-Date Received.....
Deposit Amount.....

Construction Application

Group Information: In the blanks provided, provide group information and experience level.

Group Name.....
Mailing Address.....
Mailing City, State, Zip.....
Group Leader Name.....
Group Leader Phone.....
Group Leader Email.....

Group Experience: Select an accurate rating of your group's construction experience.

- No experience
Some members with experience
Very experienced

Project Selection: Select your project, location preference and project cost.

- House Build + Bathroom + Septic Tank System
House Build + Bathroom
House Build
Room Addition

Project Location Preference

- Tijuana
Tecate
No preference

Project Cost: \$

Trip Date: Indicate a desired date for your trip. Your date must be approved by Corazón's U.S. Operations Manager and a \$1,000 non-refundable deposit received. We do not build on holiday weekends.

Month Day Year

Transportation: Select your method of transport to the build site and estimate the total using the list provided.

Bus

Fee: Reference bus price estimations. Final fee confirmed by Operations Manager.

Select Meeting Location:

Chula Vista Location: Smart & Final @ The Terra Nova Plaza, 396 E. H Street, Chula Vista, CA 91910

Other: Location Name and Address:

Car Caravan

Fee: Gas for your vehicle | Drivers require Mexican Auto Insurance.

Meeting Location: Smart & Final @ TheTerra Nova Plaza, 396 E. H Street, Chula Vista, CA 91910

Bus Price Estimations

Bus prices are subject to change

- Chula Vista, CA
Tijuana \$625 | Tecate \$825
Dana Point, SJC, Mission Viejo, CA
Tijuana \$1,425 | Tecate \$1,625
Yorba Linda, CA
Tijuana \$1,625 | Tecate \$1,825

Estimated Transportation Total:

\$



BUILDING COMMUNITY ACROSS BORDERS

Construction Application Sponsor Agreement Form

Sponsor Group Agreement: *The sponsor group agrees to commit to the following items:*

- Complete this application and submit with a non-refundable \$1,000 deposit to hold build date.
- Understand that a \$600 scholarship sponsorship is included in my overall build cost
- Recruit the needed volunteers to complete build or communicate to U.S. Operations Manager the need for more volunteers 2 weeks prior to trip date.
- Submit balance of trip 30 days prior to trip date.
- Ensure all members participating in trip (including children) have registered for the trip on Corazón's website.
- Group brings all needed supplies and tools requested on "Trip Checklist."
- Group will come with good attitude, ready to have a great day!

.....
Group Leader Initials

Corazón, Inc. Agreement: *Corazón, Inc., agrees to the commit to the following items:*

- Provide support to Group Leader for all questions throughout the preparation for the build.
- Provide a volunteer Lead Builder, Saturday Supervisor, and experienced Blue Shirts to ensure a safe house build.
- Purchase and deliver needed building materials to build site.
- Provide a staff representative on build site to oversee house building process.
- Ensure a safe and fun day for everyone involved to and from the build site in Tijuana or Tecate.

Corazón, Inc.
.....
Our Initials

Open/ Restricted Build: *Check one of the boxes below that will help us classify your trip during registration:*

- I want my trip listed as OPEN.** I don't mind if volunteers from outside our group register and join our build.
- I want my trip listed as RESTRICTED.** I only want volunteers from my organization/group to participate. *Note: Should your group find a need for additional volunteers, trip can be changed to OPEN at any time.

Cost Estimate for Trip

\$.....	+	\$.....	=	\$.....
Project Cost		Transportation Estimate		Total Trip Cost Estimate
<i>(first page)</i>		<i>(first page)</i>		

Acknowledgement + Signature

- I have read through the entirety of this build guide and understand and agree to all these terms and conditions.*

.....
Group Leader Signature

.....
Date

Submit application by mail or online.

Mail: Corazón, Inc. | 2001 E. 1st Street, Suite 201 | Santa Ana | CA | 92705

Scan: office@corazon.org

Raising Funds 101

Fundraising for a large sum of money can seem like a daunting task, but with some creativity and team work, it can be exciting! Check out some suggested ways of raising funds for your build below!

Step 1

Set Up Deadlines

Before you start anything, it is important to know and track important money deadlines leading up to your trip. Fill in the ones below:

- Send Application + Deposit
- Money Collected from Group/Organization
- Money Sent to Corazón, Inc.
(30 days prior to trip)
- Confirm Group Members Attending w/ Corazón, Inc.
(14 days prior to trip)

Step 2

Create Your Story

Before you fundraise, it's important to think about why you are doing what you are doing. What compelled you to serve in this way? Why are you doing this? When and how will you do it? Who are you working with? What will be the result of your actions?

Step 3

Divide and Conquer

If possible, invite other team members to join you in your efforts. If you are planning a fundraiser, divide and conquer responsibilities. If you are planning a call-a-thon or meeting with individuals, delegate and get support for your contact list. If you want everyone to pay in, divide your trip cost among all the members and secure that total trip balance! You get the idea- teamwork makes the dream work!

Step 4

Contact

When it's time to make contact with possible donors and sponsors: introduce yourself, tell them your story, and invite them to partner with you in changing the life of a family in 1 day! If splitting the cost of the trip among the group, it is still important for them to understand how their individual contribution is making a difference!

Step 5

Follow Up

Last but not least, follow up with the people you are talking to. Whether it is donors or group members, don't forget to follow up with them after your experience. Show them pictures and share your stories! A follow up and debrief of this experience is so important!

How to Register for Your Event

You are pumped, and you are ready for your build experience with Corazón! We are too! Now it's time to let us know you are coming through a few easy steps.

Step 1: Create an Account with Corazón, Inc.

1. Visit www.corazon.org
2. In the top right hand corner, hover mouse over "Calendar" and click "CREATE ACCOUNT".
3. Provide your email address, then click "Save."
4. Next screen, select "FINALIZE" to confirm your humanity.
5. Go to your email, where you will receive a verification message and a link to establish your password.
6. Click on the link in the email, which will lead you to a screen to provide a password of your choosing, then click "Set Password."
7. On the new screen, select "Log In." You will then be able to fill out your email address plus the password you just created (and the REMEMBER ME box if you need help remembering them).
8. Click on "Log In" on the new screen.

Congrats! YOUR ACCOUNT HAS NOW BEEN CREATED. You will not need to repeat steps 1-7 again. Now it is time to sign up for your trip! Continue below.

Step 2: Registering for your Event

1. Fill out your profile & click click "Save."
2. Select the build you want to build on from the list. *"Open" builds signify it is open to any volunteers, and "Restricted/Closed" means they are open only to members from the sponsor group.*
3. Click "Register Now" button.
4. Fill Out "Registration Info." * Represents mandatory fields that will be for your volunteer insurance. Press "Continue" when completed. **YOU DID IT! You are registered for your trip!**

Next Time You Build:

Now that you have an email and password on file with corazon.org, you can register for an event at any time by following the steps below:

1. Go to www.corazon.org
2. Hover over "Calendar" on the top right corner of the screen and select "Register."
3. Select the build you would like to attend. *"Open" builds signify it is open to any volunteers, and "Restricted/Closed" means they are open only to members from the sponsor group.*
4. Click "Register Now" button. (If you are logged out, you'll be asked to login.)
5. Fill Out "Registration Info." * Represent mandatory fields that will be for your volunteer insurance. Press "Continue" when you are completed. **Congrats! You are now registered!**

If you have any questions, comments or concerns, please contact the office at 714-547-0357 or email us at office@corazon.org.

Trip Checklist + *More*

Below are some great lists that will allow you to have the best day possible with Corazón!

Trip Checklist

- Valid U.S. Passport (required)
- Backpack
- Water for the whole day
- Snacks (*granola bars are great*)
- Hat
- Trash bag for garbage
- Work Gloves
- Sunscreen
- Hand Sanitizer
- Close-toed shoes w/ good treads
- Extra pair of clothes

Tools Checklist

- Hammer
- Nail Apron/Tool Belt
- Paint Roller + Roller Cover
- Paint Brush
- Paint Tray
- Paint Roller Extension Poles
- Chalk Line
- Square
- Utility Knife
- Tape Measure
- Pencil

What to Wear

- T-shirt
- Jeans or shorts
- Hat
- Close-toed shoes w/ good treads
- Jacket for the AM

House Warming Gift

A housewarming gift is a wonderful way to welcome the family into their new home. The following list are some great suggestions of items you might bring. For transportation, a trashcan or cooler on wheels are a great solution to store and pack gifts when crossing the border and will double as a usable item for the family!

Bags of Beans or Rice

Kitchen Utensils

Set of Dishes

Pots

Pans

Dish Towels

Bathroom Towels

Bed Sheets

Comforter Set

Blankets

Small Rugs

Curtains (3 -3'x3' & 1 -2'x2')

Curtain Rods

Sleeping Pillows

Decor Pillows

School supplies for kids

No Money Please

Things to Remember

Send out Family Story?

- Send out the family story** (*sent to you by Corazón via email*) to your group so they can see who they are building for!

Driving by Car?

- Purchase Mexican Auto Insurance** before you leave! Check out Baja Bound, (www.bajabound.com) and purchase insurance for the day!
- Top Off Your Tank** at the Terra Nova Plaza before we depart!

Driving by Bus?

- Transport Items For the Day in Backpacks or on Wheels!** When you arrive at the border, you will have to get off the bus and bring all your possessions with you, cross the border, and then hop back on the bus. The walk is short, but the more that is in backpacks or on wheels, the better!

Assigning Task Groups

Having task groups assigned before a build not only helps the lead builder, but makes for a productive day!

Framing & Roof Crew

This crew of people should be interested in using a hammer and slamming some nails throughout the day! In the morning, you will be framing the walls, bathroom, and roof, as well as putting OSB on the walls! In the afternoon, you help sheet and shingle the roof! Should you be afraid of heights, opt for a task on the ground.

Number of Individuals needed in the AM: 20

Number of Individuals needed on Roof in the PM: 14-16

Tools Needed for this Crew: Hammers, Nail Aprons/ Tool Belts

Don't forget!

Who will be your Framing & Roof Leader? No experience necessary!
Just an adult who can rally the troops!

Painting Crew

This crew of people should be interested in primarily painting the home inside and out! You will paint walls, roofs, trim boards, and do all the final detail painting on the house to really make this house a home! Attention to detail and careful precision is helpful when being part of this group!

Number of Individuals needed throughout the day: 20

Tools Needed for this Crew: Paint Roller, Roller Covers, Paint Trays, Paint Brushes

Don't forget!

Who will be your Painting Leader?
This adult will be in charge of distributing the paint to ensure we have enough for the whole house and ensure that the various parts of the house are being painted correctly (we have three colors we use)

Small Projects Crew

This crew of people should be interested in hammering and following directions. The house has a variety of small projects that need 2-3 people per project. Projects include making: ladder to the loft, loft rail, tiling a kitchen counter, and cutting shingles and tar paper. Instructions for how to do each project will be given on site.

Number of Individuals needed throughout the day: 10

Tools Needed for this Crew: Hammers, nail aprons/ tool belts, utility knife

Don't forget!

Who will be your Small Projects Leader? No experience necessary!
Just an adult who can follow directions, and rally the troops!

Get Excited!

As you await the day to join us in Mexico, here are a few things you can expect and do to connect with us from afar!

Sample Build Day Schedule

6:00am: Meet in front of Smart and Final at the Terra Nova Plaza parking lot (396 E. H Street, Chula Vista, CA 91910)

6:45am: Corazón Volunteer does an introduction, transportation procedures, and project safety procedures.

Caravan across border together. Corazón volunteer will wait for all cars to get through. Caravan/bus will then proceed to PEMEX gas station to meet with Mexican Staff Members.

7:30am: Arrive at build site. Meet your lead builder and go over instructions for the day.

12:00pm: Lunch time! The family and community will host a traditional Mexican lunch with chicken, beans, rice, tortillas and all the fixings. You will also have a chance to learn more about Corazón programs during our Lunch n' Learn.

1:00pm: Return to work. Lead builder will go over remaining projects for the day.

4:30pm: Closing Ceremony. Group conducts closing ceremony based on instructions in Trip Kit (*received on build day*). Family will receive the keys to their home and house warming gifts will be presented at this time. Best experience of the day!

5:00pm: Depart for the border. Clean up the site, load up into cars or bus, and Corazón will lead you safely to the border!

Ways to Connect with Us

Before the Trip

Explore Our Website: Check out our website at www.corazon.org and learn about our Youth and Family and Community Programs! House building is just 1 of the 3 programs that Corazón has!

Follow Us on Social Media: Corazón has a Facebook and Instagram- follow us and keep up with what we are up to!

Facebook:

www.facebook.com/corazoncommunity/

Instagram:

www.instagram.com/corazoncommunity/

After Your Build

Take Our Survey: After your trip, you will be sent a survey- be sure to take a moment and tell us about your experience!

Start Working toward Your Blue Shirt:

Explore our event calendar at www.corazon.org, and check out the house builds we have year round! We want you to become one of our most valued volunteers, so sign up for an upcoming build or event- we want to see you again!