



Cabin Partners List Directions

The student groupings and information on the Cabin Partners List are used by the ECOS program director to create cabin groups. Grouping students in pairs and triplets allows the flexibility needed to form groups that fit the physical limitations of the cabins and available staff. The lists should be created by the teachers. **Call the program director if you have any questions.**

1. Use the Cabin Partners List (Excel format) provided in the “ECOS 8-week Check-in” email. It is also available electronically as a PDF on our website, or contact us at info@ecosinstitute.com and we will send the Excel template.
2. List **girls** on one sheet and **boys** on another.
3. Divide the girls into groups of two and three. Repeat for the boys. Please keep student groups small to allow for appropriate cabin sizes. If larger groups are desired, please contact the ECOS program director.
4. To the right of each student’s name, include comments that will assist the ECOS staff in developing balanced cabin groups. **The more comments you provide, the better the cabin groupings will work for student success.**
5. Compile the Cabin Partners Lists and e-mail them to info@ecosinstitute.com **two weeks** prior to your arrival. If necessary, you can fax handwritten cabin partners lists to 949-298-3267.
6. ECOS staff will keep partners together and assign the students to cabin groups, mixing students from all schools attending the same week.
7. The week prior to your trip, the ECOS Program Director will send you the completed list of cabin assignments. If it is necessary to make further adjustments, please notify ECOS before your arrival.