

Am I done? Self-review of annual reporting for MG/MN Coordinators

This resource provides a checklist you can use to review your PEARS entries (for activities conducted 10/1/23-9/30/24) and other annual reporting. You can also refer to the Master Gardener and Master Naturalist reporting and evaluation webpages (see links below).

Master Gardener coordinator reporting overview with links

MG reporting/evaluation information: <https://extension.illinois.edu/pre/master-gardener-programs>

[Garden reporting \(MG and MN\)](#) (1-update general information by June 2024, exact due date TBD; 2-enter donation total by 11/30/24).

MG PEARS reporting (Complete quarterly reporting by 1/10/24; 4/10/24; 7/10/24; and 10/10/24)

[MG Core training](#)

[MG other educational sessions](#)

Other MG reporting (calendar year)

[Help desk totals \(complete by 1/12/25\)](#)

[Give back gardening \(for volunteers donating produce from home gardens\)](#)

Master Naturalist coordinator reporting overview with links

MN reporting/evaluation information: <https://extension.illinois.edu/pre/master-naturalist-programs>

[Garden reporting \(MG and MN\)](#) (1-update general information by June 2024, exact due date TBD; 2-enter donation total by 11/30/24).

MN PEARS reporting (Complete quarterly reporting by 1/10/24; 4/10/24; 7/10/24; and 10/10/24)

[MN Core training](#)

[MN other educational sessions](#)

Resources

Request a new PEARS site (general): uie-inepdocs@illinois.edu. Include organization name and address.

Request a new PEARS site (garden): uie-inepdocus@illinois.edu (flags new site for garden database manager)

Extension-wide guidance: <https://extension.illinois.edu/pre/report>

AAB/NREE reporting: <https://extension.illinois.edu/pre/reporting-aabnree>.

Give back gardening home donation reporting tool (provide link to participating MGs)

[Request custom links](#) for email-based MG help desk evaluation tool. [More information on website](#).

Garden reporting (enter/update general information in June 2024, exact date TBD; enter produce donation total by 11/30/24)

Information: <https://extension.illinois.edu/pre/garden-reporting>

Garden Reporting Guide and garden question list: <https://go.illinois.edu/GardenReportingGuide>

- Each Extension-supported garden has a record in the Garden Data System
- Information has been updated with 2024 information.
- Gardens that were supported last year, but not this year, are updated with current status information.
- For active gardens, collaborator list is up-to-date.
- Food donation total reflects all of 2024 growing season. For non-food donation gardens, or if amount is not available, zero is entered.

Updated 4/28/24

Questions: Candice Anderson or Beth Welbes

- Record is marked “Check when record is complete”
- Direct education activities that took place at this garden are reported separately in PEARS.
- If new garden site is needed, use this link: uie-inepdocs@illinois.edu (flags new site for garden database manager)MG Core training.
- All MG/MN core training courses are entered as a program activity.
- Reporting followed guidance for the specific MG core training format used (traditional, online, online plus, hybrid-full, hybrid-partial) provided in the MG core training reporting and evaluation guide. <https://go.illinois.edu/MGEvaluationReportingGuide>
- Entry followed the correct naming format, which varies according to the format.
- “Extra” attendees, people attending sessions that are not part of the volunteer training cohort, were entered separately following the naming guide https://go.illinois.edu/PEARS_naming

Other MG educational sessions

- Programs such as Speakers Bureau training or other CE are named correctly: https://go.illinois.edu/PEARS_naming
- Meetings with Master Gardeners, such as quarterly meetings, are not included in PEARS unless included education for volunteers
- Programs provided by volunteers can be entered in PEARS.
- Volunteer-led educational programs, if entered, have VOLUNTEER (Master Gardener) marked as collaborator, and have the applicable type (staff present OR no staff at event) selected on the custom data screen.
- On the custom data page, MG/MN program type is marked appropriately, e.g. “continuing education,” where applicable

Help desk service tracking

- Tracking the number of help desk services provided is recommended but not required. Totals are reported monthly or annually at <https://go.illinois.edu/HelpDeskLog>. Totals are due by 1/12/25.

MN Core training

- All MG/MN core training courses are entered as a program activity
- Each core training course is entered as a single program activity, with all sessions listed under it.
- Entries use the correct naming format: Master Naturalist volunteer training/location
- On the custom data page, MG/MN program type is marked as “core training”
- Entries use the correct naming format: Master Naturalist volunteer training/location
- “Extra” attendees, people attending sessions that are not part of the volunteer training cohort, were entered separately following the naming guide https://go.illinois.edu/PEARS_naming

Other MN educational sessions

- Meetings with Master Naturalists are not included in PEARS unless they included education for volunteers
- Programs provided by volunteers can be entered in PEARS.
- Volunteer-led educational programs, if entered, have VOLUNTEER (Master Gardener) marked as collaborator, and have the applicable type (staff present OR no staff at event) selected on the custom data screen.
- Continuing education activities use this naming format: Master Naturalist CE/Topic
- On the custom data page, MG/MN program type is marked appropriately, e.g. "continuing education," if applicable