Am I done? Self-review reporting checklist for MG Coordinators 2024-2025

This resource provides a checklist for review of your PEARS entries and other annual reporting, covering:

Garden reporting checklist
Core training evaluation checklist
PEARS reporting: MG Core training
PEARS reporting: MG other educational sessions
Help desk/information services tracking checklist

Resources

MG reporting/evaluation information: https://extension.illinois.edu/pre/master-gardener-programs
Request a new PEARS site (general): uie-inepdocs@illinois.edu. Include organization name and address.
Request a new PEARS site (garden): uie-inepdocs@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.
Garden Reporting information: https://extension.illinois.edu/pre/garden-reporting
Garden Reporting Guide and garden question list: https://go.illinois.edu/GardenReportingGuide
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.

Deadlines

☐ 1/10/25: PEARS reporting complete for activities 10/1/24-12/31/24

☐ 4/10/25: PEARS reporting complete for activities 1/1/25-3/31/25

☐ 7/1/25: Complete garden reporting (update or add garden general information)

☐ 7/10/25: PEARS reporting complete for activities 4/1/25-6/30/25

☐ 9/30/25: PEARS reporting complete for activities 10/1/24-9/30/25

☐ November 2025 (date TBD): Garden produce donation reporting complete (all gardens; mark 0 if no produce donated)

☐ 1/10/26: PEARS reporting complete for activities 10/1/25-12/31/25.

☐ Stay tuned for information on deadlines for GivePulse reporting and verification and for Help desk/information services reporting

Garden reporting

☐ Each Extension-supported garden has a record in the Garden Data System

☐ Information has been updated with 2025 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 2025 growing season. For non-food donation gardens, or if amount is not available, zero is entered.

☐ 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)

Master Gardener core training evaluation

☐ All MG Core training courses use the statewide MG core training evaluation survey.

☐ Local programs using the Statewide Online course or the Statewide Hybrid course do not need to take action—surveys are distributed to participants automatically.

☐ Local programs organizing and delivering the course themselves should distribute the statewide survey.

  ☐ End of course: Distribute survey to all participants. See sample language and link in the [MG program reporting and evaluation guide](#).

  ☐ One week after end of course: If distributed by email, send survey reminder. See sample language and link in the [MG program reporting and evaluation guide](#).

☐ One month after end of course: If desired, request evaluation results for your unit's course from Matt Spindler.

PEARS reporting: 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

PEARS reporting: 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/information services 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 1/12/26.