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

This resource provides a checklist for review of your PEARS entries and other annual reporting, covering:
Garden reporting: [Garden reporting checklist](#)
MN Core training evaluation: [Evaluation checklist](#)
PEARS reporting: [MN Core training](#)
PEARS reporting: [MN other educational sessions](#)

Resources
MN reporting/evaluation information: https://extension.illinois.edu/pre/master-naturalist-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.

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

Garden reporting
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 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 Naturalist core training evaluation

- [ ] All MN Core training courses use the statewide MN core training evaluation survey.
- [ ] End of course: Distribute survey to all participants. See sample language and link at bottom of [MN reporting and evaluation webpage](#).
- [ ] One week after end of course: If distributed by email, send survey reminder. See sample language and link at bottom of [MN reporting and evaluation webpage](#).
- [ ] One month after end of course: If desired, request evaluation results for your unit's course from Matt Spindler.

MN Core training

- [ ] All 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 core 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 Naturalist) 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