

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

This resource provides a quick overview of reporting, including items to check on your PEARS entries (for activities conducted 10/1/22-9/30/23). You can work through the checklists to check your own reporting. You can also refer to the Master Gardener and Master Naturalist reporting and evaluation webpages (see links below).

Resources

Links to reporting checklists

[Garden reporting \(MG and MN\)](#) (watch for information).

Note: final food donation totals will be collected via survey in November 2023

MN PEARS reporting (Complete quarterly reporting by 1/10/23; 4/10/23; 7/10/23; and 10/10/23)

[MN Core training](#)

[MN other educational sessions](#)

MG PEARS reporting (Complete quarterly reporting by 1/10/23; 4/10/23; 7/10/23; and 10/10/23)

[MG Core training](#)

[MG other educational sessions](#)

Other MG reporting (calendar year)

[Help desk totals](#)

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

MG reporting/evaluation information and downloadable guide:

<https://extension.illinois.edu/commit/master-gardener-programs>

MN reporting/evaluation information and downloadable guide:

<https://extension.illinois.edu/commit/master-naturalist-programs>

Request a new PEARS site

uie-inepdocs@illinois.edu. Include organization name, address, city, zip.

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

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

Garden reporting (MG and MN)

TBD: Watch for information on 2023 garden reporting

- Direct education activities at the garden are entered separately and do not use the GARDEN/... naming format.

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
- “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 included education for volunteers
- Programs provided by volunteers, where an Extension staff member is present and contributed to the event, can be entered in PEARS.
- Other programs provided by volunteers are not entered in PEARS this reporting year. NOTE this may change for next year.
- Continuing education activities following naming Master Naturalist CE/Topic

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, where an Extension staff member is present and contributed to the event, can be entered in PEARS.
- Other programs provided by volunteers are not entered in PEARS (NOTE may be in 2022-2023)

Other Master Gardener reporting

- Help desk service counts are entered monthly or at the end of the year

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