

## 2022 PEARS Garden reporting guide

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### What to report

**All gardens that receive support from Extension staff or Master Gardener/Master Naturalist/4-H volunteers** during a reporting year should be entered as a PEARS program activity with attached survey. Gardens may be used for demonstration, education, food donation, pollinator support, life skills training, therapeutic uses, and many other purposes.

**Entry basics.** Each garden needs one specialized program activity entry independent of any direct education activity.

Consult the [garden dashboard \(with map\)](#) or [garden map](#) before starting to see which records are already in the system.

**Direct education activities held at gardens.** If you had one or more direct education program activities take place at the garden, you will need a separate entry for each, following the usual direct education guidelines, NOT these garden entry guidelines. These are not considered to be a "garden entry" and will not appear on the dashboard.

### New for 2022

**Spring and fall data collection.** We are collecting most garden data in the spring so that the public can find Extension-supported gardens throughout the growing season. This information can be updated in PEARS throughout the reporting period, but will generally not be updated in the public map and dashboard. A supplementary survey will be sent to all gardens in the fall to collect final food donation totals and any other end-of-season information needed.

**Public access information.** We are collecting two new pieces of information to facilitate public use of the gardens. One question asks whether public visitors are welcome. A second question is an open text box for you to enter a brief message containing local contact information, request for volunteers, or another public message about the garden.

## How to report—overview and timeline

MAY-JUNE 2022

**Update the PEARS Garden records and 2022 Community Garden survey for each (in PEARS) by June 20, 2022.**

**Check the current garden data** to see if we have a record of a specific garden. Check the [garden map](#) or [garden dashboard \(with map\)](#). Follow directions depending on the garden situation:

- (1) **Garden is on map and is continuing.**
  - UPDATE PEARS record by completing the 2022 Garden survey
  - [see instructions](#)
- (2) **Garden is not on map, but is active and Extension-supported**
  - ADD a record in PEARS, then UPDATE by completing the 2022 Garden survey
  - [see instructions](#)
- (3) **Garden is on map, but will NOT have Extension support this year**
  - REPORT information on discontinued garden support and DELETE record in PEARS.
  - [see instructions](#)
  - [Link to REPORT discontinued garden](#)

NOVEMBER 2022

- (1) Report final food donation amounts and other end-of-season information for 2022 (survey will be distributed for all gardens)

## Update

- Garden record has been copied from prior year so is already in PEARS
- Update general information and collaborators if needed
- On the new Custom Data screen, “Is this a garden entry?” = YES, garden entry
  - Other custom data questions can be marked as “other” or “none of the above”
- Attach the 2022 Community Garden survey to each PEARS main garden entry
  - [PEARS help on attaching a survey](#)
  - Survey setup data:
    - Survey: 2022 Community Garden survey (or current year)
    - Type: Retrospective
    - Date administered: first day of reporting year, e.g. 10/1/21
    - Name: 2022 Community Garden survey (or current year--should autofill)
    - Complete the survey
- Enter garden information in the survey
  - [PEARS help on entering survey response](#)
- Update survey response at any time during the reporting period.

## Add

- First doublecheck [garden dashboard](#). If garden appears on dashboard, there is a garden record in PEARS. Contact Karen Winter-Nelson if you need to be added as a collaborator.

- Make a unique program activity entry for each garden not previously in PEARS
- Records for continuing gardens have been copied over from the previous reporting year
- Each garden needs one stand-alone program activity “garden entry” unrelated to any direct education activity. This is the one to attach the survey to and identify as a garden.
- Follow naming format so that it is easily identifiable as a garden
  - Name format: GARDEN/Name of garden
  - Remove words "copy of" if they occur
  - Check to make sure slash is going in right direction and has no spaces
- Enter program activity record information as follows:
  - Site information. If garden location is not already in PEARS, request a new site, including site name and address. Do not add site yourself.
  - Session data: Session date=first day of reporting year, e.g. 10/1/21
  - Number of minutes=1
  - Completing the number of volunteers is optional. This information is not used for statewide summaries.
  - "Did you perform any evaluations of this activity?" = YES
  - **Site.** If garden location is not already in PEARS, request a new site by email to [uie-inepdocs@illinois.edu](mailto:uie-inepdocs@illinois.edu), including site name and address. Do not add site yourself.
  - Demographics
    - Total participants=1
    - Method to determine demographic makeup="unknown"
  - On the new Custom Data screen, “Is this a garden entry?” = YES, garden entry
    - Other custom data questions can be marked as “other” or “none of the above”
- Attach the Community Garden survey to each PEARS main garden entry
  - [PEARS help on attaching a survey](#)
  - Survey setup data:
    - Survey: 2022 Community Garden survey (or current year)
    - Type: Retrospective
    - Date administered: first day of reporting year, e.g. 10/1/21
    - Name: 2022 Community Garden survey (or current year--should autofill)
    - Complete the survey
- Enter garden information in the survey
  - [PEARS help on entering survey response](#)
- Update survey response at any time during the reporting period.

### Delete—Special instructions for gardens that are inactive or no longer supported by Extension

Some gardens no longer receiving Extension support may still be in our tracking system. Your help is needed to update our records. If there is a 2021-2022 record for a garden that is no longer in existence OR not supported by Extension in 2021-2022

- complete a garden status report at [go.illinois.edu/GardenStatusSurvey](http://go.illinois.edu/GardenStatusSurvey). You will be asked to provide a brief summary of the reasons for the change.
- Delete the garden record in PEARS

## Checklist

- Each Extension-supported garden is reported as a program activity (supported this year OR typically supported, e.g supported under normal circumstances).
  - PEARS records for continuing gardens have been updated. Consult [garden dashboard](#) if needed to refer to PEARS garden name
  - New entries added for gardens not already in PEARS
- Record has been deleted for any garden that is no longer in existence or no longer supported by Extension (and change in support is not a temporary one related to COVID-19)
- Name follows this format: GARDEN/Garden name
  - (1) Remove any words that say “copy of”
  - (2) make sure to use a backslash in the direction shown
  - (3) remove spaces around slashes
- Collaborator list is up-to-date
- Total participants = 1.
- Demographics all listed as “unknown”
- Site is entered. If Site is not in PEARS system, request site by email to [uie-inepdocs@illinois.edu](mailto:uie-inepdocs@illinois.edu)
- 2022 Community Garden survey is attached and completed to the garden entry**
- Only one survey is attached, and it has only one survey response
- Direct education activities that took place at this garden are reported separately. No survey should be attached to these direct education entries.

## FAQ

[How can I find out if I need to add, update, or remove a PEARS garden entry?](#)

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How can I find out if I need to add, update, or remove a PEARS garden entry?

The Extension garden map ([go.illinois.edu/ExtensionGardenMap](http://go.illinois.edu/ExtensionGardenMap)) and garden dashboard ([go.illinois.edu/GardenDashboard](http://go.illinois.edu/GardenDashboard)) show the records currently in the system. Add or delete garden entries in PEARS if needed to reflect the current situation. Update all garden records by attaching and completing the 2022 Community Garden survey. If you can't find a record in PEARS that you think should be there, contact Karen Winter-Nelson ([kwinter@illinois.edu](mailto:kwinter@illinois.edu)).

### Which gardens should I report on?

- **Extension-supported gardens.** All gardens that received some Extension staff or Master Gardener support this reporting year should be entered in the PEARS program activity section. Gardens may be used for demonstration, education, food donation, pollinator support, life skills training, and many other uses.
- **Previously supported gardens** that are now inactive or not supported by Extension should be deleted, and the updated status reported [here](#).
- **Gardens that resumed active support from Extension after a period of inactivity** may have a record in PEARS that can be copied forward. Contact Karen Winter-Nelson for assistance.

### I made an entry last year and I don't see it here.

If you think you had a garden entry that has not been copied forward to the current reporting year, the name may not have followed the standard format indicating that it is a garden entry. If you need an additional garden copied to the current year, contact Karen Winter-Nelson.

### What is the difference between the main garden entries v. entries for direct education located at gardens?

- **Main garden entries.** Each garden needs one stand-alone program activity entry unrelated to any direct education activity, using the naming format "GARDEN/Name of garden." This is the one to attach the 2022 Community Garden Information survey to. It should have standard placeholder data for session date (10/1/21), participants (1), and demographics (unknown).
- **Direct education entries.** Direct education activities held at the garden are entered following usual guidelines. Do not attach the 2022 Community Garden survey.

### I am a SNAP-Ed or 4-H staff. Should I report on gardens following this guide?

The list of Extension-supported gardens is used in Extension-wide reporting such as legislative reports and annual reports, so it should be comprehensive. If you work on a garden independent of any ANR staff, you may update garden records following this guide; consult with Caitlin Kownacki or Amy Henschen to see if there is another way to integrate garden data you have entered elsewhere; or email Karen Winter-Nelson for help in entering garden information.

### I have a garden to report on but I don't report in PEARS.

Contact Karen Winter-Nelson ([kwinter@illinois.edu](mailto:kwinter@illinois.edu)) for reporting assistance.