

Master Gardener program reporting and evaluation guide

Who should use this guide

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Who should use this guide

Extension staff involved in coordinating or providing programs related to the Master Gardener program should use the Master Gardener program reporting and evaluation guide.

Educational programs

Core training

- *Program for volunteers generally following the Master Gardener standard curriculum.*
- See core training reporting and evaluation section below for detailed guide depending on training format.
- Report as MG/MN program type = “core training” on the custom data page
- Total participants = number enrolled in whole course. Extra attendees at specific sessions should be reported using guidance for “extra” attendees below.

Continuing education

- *Programs designed for continuing education and expected to be reported as continuing education hours.*
- Report as program activity using naming format MG/CE/Program name
- Report as MG/MN program type = “continuing education” on the custom data page

Other education delivered to volunteers

- *Programs or meetings delivered to Master Gardener volunteers/trainees/interns that have planned educational content but that are not designed to be continuing education or expected to be reported as CE hours.*
- Report as program activity using naming format MG/Program name
- Report as MG/MN program type = “other education for volunteers” on the custom data page

Meetings

- *Meetings, planning sessions, and recognition ceremonies* are generally NOT considered educational programs and should not be entered in PEARS.
- Report a meeting only if it includes planned educational content (e.g. an expert speaker), in which case it would be “other education delivered to volunteers” (above).

Volunteer-led educational programs for the public

- *Volunteer-led educational programs are entered in PEARS if Extension-staff are present and have helped coordinate or facilitate in any way.*
- Report as program activity using naming format MG/Program name
- Report as MG/MN program type = “volunteer-led education for public (with staff present)” on the custom data page.

Help desks/answer services

Reporting. Report number of information services provided (# of responses to inquiries) if tracked locally. Report monthly or for the calendar year. Link: <https://go.illinois.edu/HelpDeskLog>

Evaluation. An optional email-based evaluation tool is available to evaluate local information services. Request your custom links. Summary results will be provided biannually.

Extension-supported gardens

Reporting. Report on all gardens that receive some Extension staff or Master Gardener support during a reporting year. Gardens may be used for demonstration, education, food donation, pollinator support, life skills training, community garden plots, and many other uses. See the [Garden reporting webpage](#) or [Garden reporting guide](#) for information.

Give back gardening home produce donation

Reporting. For counties where Master Gardeners donate produce from home gardens, they should report the pounds of produce donated at each donation time. Reporting survey can be set to notify coordinator as well on request. Link: <https://go.illinois.edu/GiveBackGardening>

NOTE: Volunteers only report donations from home gardens here, not from Extension-supported gardens.

Volunteer hours

Reporting. Volunteer hours reporting is currently in VCMS.

Core training reporting and evaluation

Quick links

[Core training types](#)

[Traditional training reporting and evaluation](#)

[State hybrid training—full participation reporting and evaluation](#)

[State hybrid training—partial participation reporting and evaluation](#)

[Online training reporting and evaluation](#)

[Online+local training reporting and evaluation](#)

[Sample evaluation distribution language](#)

[Distribution email language](#)

[Reminder email language](#)

[Reporting “extra” attendees to core training sessions](#)

Overview of core training types

Traditional training. Locally organized and delivered. May be in-person and/or virtual. May use some hybrid resources.

[Hybrid training—state hybrid training—full participation](#). Participants use all state-coordinated shared-expert sessions and online topic resources combined with locally organized sessions.

[Hybrid training—state hybrid training—partial participation](#). Local programs use some shared expert sessions or online topic resource collections, fitting them within a locally organized program.

[Online training/state only](#). Participants use state online MG platform only.

[Online+local training](#). Participants complete state online MG platform and attend supplemental local sessions.

Traditional training reporting and evaluation

Evaluation—traditional training

Evaluation distribution. Local coordinators should distribute the evaluation via email at the conclusion of the training course, and send a follow up email reminder a week later. See sample language and link below. If short local survey is also used, provide participants with that link directly, or consult with Karen to link a local survey to the main one in Qualtrics.

Evaluation content. Core evaluation questions. If desired, local organizers can develop their own short survey focusing on aspects of local training.

PEARS reporting—traditional training

1. Create a single program entry
2. Use program activity naming format: **MG core training/your location**
3. List all sessions under that program entry
4. Tag yourself and other staff who presented as collaborators
5. Report total participants and demographics for your trainees.

State hybrid training—full participation reporting and evaluation

Evaluation—full hybrid

Evaluation distribution. Evaluation is distributed directly to trainees through the online platform. No additional distribution is needed. If short local survey is also used, provide participants with that link directly, or consult with Karen to link a local survey to the main one in Qualtrics.

Evaluation content. Core evaluation questions + online platform question block. If desired, local organizers can develop their own short survey focusing on aspects of local training.

PEARS reporting

Local organizers:

1. Create a single program entry
2. Use program activity naming format: **MG core training/hybrid/your location**
3. List all local breakout sessions under that program entry
4. Tag yourself and other staff involved in the local breakout sessions as collaborators.
5. Do NOT list the statewide group sessions—they will be reported separately.
6. Report total participants and demographics for your trainees.

Candice/state organizer

1. Create a single program entry
2. Use program activity naming format: **MG core training/hybrid/statewide**
3. List all statewide sessions (90 minutes each)
4. List all collaborators

5. List actual number of participants for each session

State hybrid training—partial participation reporting and evaluation

Evaluation

Evaluation distribution. Local coordinators should distribute the evaluation via email at the conclusion of the training course, and send a follow up email reminder a week later. See sample language and link below. If short local survey is also used, provide participants with that link directly, or consult with Karen to link a local survey to the main one in Qualtrics.

Evaluation content. Core evaluation questions. If desired, local organizers can develop their own short survey focusing on aspects of local training.

PEARS reporting

1. Create a single program entry
2. Use program activity naming format: **MG core training/your location**
3. List all local sessions under that program entry; do NOT list statewide shared expert sessions as these are reported by the state coordinator.
4. Tag yourself and other staff who presented in local sessions as collaborators
5. Report total participants and demographics for your trainees.

Online training reporting and evaluation

Evaluation

Evaluation distribution. Evaluation is distributed to trainees directly through the online platform. No additional distribution is needed.

Evaluation content. Core evaluation questions + online platform question block

PEARS reporting

Local organizers: do not report in PEARs

Candice/state organizer

1. Create a single program entry
2. Use name format: **MG core training/online/Term**
3. List all sessions under that program entry
4. Tag yourself and other staff who presented as collaborators
5. Report total participants and demographics as available

Online + local training reporting and evaluation

Evaluation

Evaluation distribution. Evaluation is distributed to trainees directly through the online platform. No additional distribution is needed. If short local survey is also used, provide participants with that link directly, or consult with Karen to link a local survey to the main one in Qualtrics.

Evaluation content. Core evaluation questions + online platform question block. If desired, local organizers can develop their own short survey focusing on aspects of local training.

PEARS reporting

Local organizers

1. Do not report online sessions in PEARs

2. Report local supplemental sessions in PEARS
3. Use name format: **MG core training/online supplemental/Term/location**

Candice/state organizer

1. Included in “online training” reporting above.

Sample evaluation distribution language

Distribution email language

Distribute within three days of final training meeting

Thank you for participating in the Master Gardener training program. We would like to request your feedback on this training so that we can continue to improve our Master Gardener program. We aim to hear from 100% of participants! The evaluation should take 5-10 minutes to complete. Link to survey: <https://go.illinois.edu/MGevaluation>

Reminder email language

Distribute a week after initial request

At the close of Master Gardener training last week, we asked for your input so that we can continue to improve our Master Gardener training program. If you have already responded to the evaluation survey, thank you! If you have not yet responded, we respectfully request that you complete the evaluation now. We'd like to hear from all training participants so that we can better understand the strengths and weaknesses of this training. Thank you! Link to survey: <https://go.illinois.edu/MGevaluation>

Reporting “extra” attendees to core training sessions

Occasionally Master Gardeners who have already completed training, or others, attend core training sessions. We want to count these participants but make sure they are differentiated from the trainees.

If a session has extra attendees besides trainees, enter a separate program activity for the session and list the number of session-only participants using this naming format: **MG core training/Extra/topic**.

FAQ