

# Master Naturalist program reporting and evaluation guide

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## Who should use this guide

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

## Educational programs

### Core training

- *Program for volunteers generally following the Master Naturalist standard curriculum.*
- See [core training reporting and evaluation section below](#)
- Report as MG/MN program type = “core training” on the custom data page
- Report as a single program activity with multiple sessions
- 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 MN/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 Naturalist 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 MN/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 MN/Program name
- Report as MG/MN program type = “volunteer-led education for public (with staff present)” on the custom data page.

### Extension-supported gardens

**Reporting.** Report on all gardens that receive some Extension staff or Master Naturalist 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.

### Volunteer hours

Volunteer hours reporting is currently in VCMS.

### Core training reporting and evaluation

#### *Evaluation—core training*

**Evaluation distribution.** All core training courses should use the standard statewide evaluation. Local coordinators should distribute the statewide 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 you have a local survey you’d like to use as well, 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—core training*

1. Create a single program entry, even if training is held at different locations
2. Use program activity naming format: **MN 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.

### Sample evaluation distribution language

#### *Distribution email language*

#### **Distribute within three days of final training meeting**

Thank you for participating in the Master Naturalist training program. We would like to request your feedback on this training so that we can continue to improve our Master Naturalist 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/MNEvaluation>

### *Reminder email language*

#### **Distribute a week after initial request**

At the close of Master Naturalist training last week, we asked for your input so that we can continue to improve our Master Naturalist 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/MNEvaluation>

#### **Reporting "extra" attendees to core training sessions**

Occasionally Master Naturalists 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**.