

## **Background Check Instructions**

It is Frisco ISD policy that all adults who plan to volunteer for events within the FISD school system submit an online volunteer application form **every year**. This form will be used to perform a criminal background check. **This policy applies to all Centennial Band volunteers.** Please go online and submit your application today. It takes less than 5 minutes to complete! If you have any questions, please feel free to contact: [volunteers@centennialband.com](mailto:volunteers@centennialband.com).

1. Access the volunteer tracking (app garden) website:  
<https://appgarden10.app-garden.com/VolTrackTX043905.nsf>
2. From the Home Page, click the green **New Registration** button or sign in with your email and password if you already have an account.
3. After you login, the next screen will be your volunteer profile page. Check your information-name, phone number, email-and make changes if needed.
4. Select **CENTENNIAL HIGH SCHOOL** as the campus where you will be volunteering. Note that you can select multiple campuses if needed. Under campus volunteers select **Band Booster Club**.
5. Submit the application. This will change your status to "pending".  
**NOTE:** Background checks can take several business days to complete.
6. If your background check is accepted, you will receive an email with the subject line: **Volunteer Application Approval**. You can help us keep our volunteer database up to date by forwarding your Volunteer Application Approval email to: [volunteers@centennialband.com](mailto:volunteers@centennialband.com).

Thank you for your support of Centennial Band. It's going to be an amazing year!

Carrie Norman and Sara Hamilton  
TBBA Volunteer Coordinators