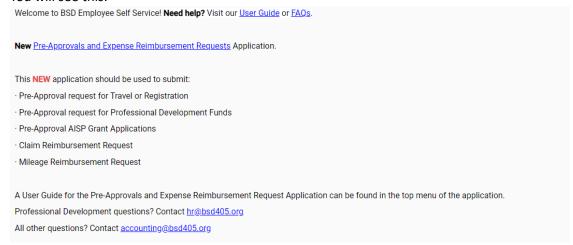
## **AISP Grant Directions**

To apply for an AISP grant you must have pre-approval **before** any expense is incurred. Please refer to Article 12 of your Collective Bargaining Agreement for details of this grant. You should also review the AISP Grant Package listed on the BSD website under HR and then Collective Bargaining. <a href="https://bsd405.org/wp-content/pdf/cba/aisp-grant-application-packet.pdf">https://bsd405.org/wp-content/pdf/cba/aisp-grant-application-packet.pdf</a>

To submit your application materials:

- Login to Employee Self-Service: https://bellevuesd405waemployees.munisselfservice.com/login.aspx
- You will see this:



- Click on the blue pre-approval link on first line.
- Once logged in you will see this:



- Click the box on the first row far right, "Professional Development Funds."
- Make sure to upload course description and cost of class to the workflow.
- If you have any questions, please contact Hr.info@bsd405.org