



**Virginia Association of Soil and Water Conservation Districts**  
7308 Hanover Green Drive, Suite 100, Mechanicsville, VA 23111-1793  
(804) 559-0324 • Fax (804) 559-0325 • [www.vaswcd.org](http://www.vaswcd.org)

## **Contact Information:**

Dr. Kendall E. Tyree  
Executive Director  
(804) 559-0324 Ext: 11  
[Kendall.tyree@vaswcd.org](mailto:Kendall.tyree@vaswcd.org)

Shannon Mitchum  
Operations Coordinator  
(804) 559-0324 Ext: 10  
[Shannon.mitchum@vaswcd.org](mailto:Shannon.mitchum@vaswcd.org)

Rachel DuVal  
VCAP Coordinator  
(804)789-9114  
[Rachel.duvall@vaswcd.org](mailto:Rachel.duvall@vaswcd.org)

Hailey Cooke  
VCAP Assistant Coordinator  
(804)789-9114  
[hailey.cooke@vaswcd.org](mailto:hailey.cooke@vaswcd.org)

Byron Minson  
Education & Outreach Coordinator  
559-0324 Ext: 17  
[byron.minson@vaswcd.org](mailto:byron.minson@vaswcd.org)

**VASWCD Website:** <https://vaswcd.org/>

**Online District Directory:** <https://vaswcd.org/district-directory/>

## **To communicate with district staff, directors and partners more efficiently without flooding your inbox with emails we have cleaned up our listservs.**

Please utilize these instructions when adding someone to the individual listservs described below.

- **All District email list** ([alldistrict@vaswcd.org](mailto:alldistrict@vaswcd.org))- Our broadest email listserv to stay up to date on happenings. Emails cover current district, partner, legislative and VASWCD news.
  - ❖ To sign up simply send an email message to [alldistrict-request@vaswcd.org](mailto:alldistrict-request@vaswcd.org) with only the word subscribe or (unsubscribe) as the subject.
- **Administrative email list** ([swcdadmin@vaswcd.org](mailto:swcdadmin@vaswcd.org))- For all district administrative assistants, bookkeepers, and district managers. Provides a networking opportunity for district staff to share questions and for VASWCD staff to contact appropriate district individuals when necessary.
  - ❖ To sign up simply send an email message to [swcdadmin-request@vaswcd.org](mailto:swcdadmin-request@vaswcd.org) with only the word subscribe or (unsubscribe) as the subject.
- **Education email list** ([education@vaswcd.org](mailto:education@vaswcd.org))- The education listserv is used for sharing information and updates about VASWCD Educational Programs: Poster Contest, Virginia Dominion Energy Envirothon, Youth Conservation Camp, Youth Conservation Leadership Institute, Scholarships and photo contest. Also, share upcoming trainings/workshops, share resources, and ask questions to other SWCD Educational Staff .
  - ❖ To sign up simply send an email message to [education-request@vaswcd.org](mailto:education-request@vaswcd.org) with only the word subscribe or (unsubscribe) as the subject.
- **Tech email list** ([swcdtech@vaswcd.org](mailto:swcdtech@vaswcd.org))- For all district Conservation, BMP, TMDL, Technicians and Specialists. Provides a networking opportunity for district staff to share questions and for VASWCD staff to contact appropriate district individuals when necessary.
  - ❖ To sign up simply send an email message to [swcdtech-request@vaswcd.org](mailto:swcdtech-request@vaswcd.org) with only the word subscribe or (unsubscribe) as the subject.
- **Marketing Committee email list** ([marketing@vaswcd.org](mailto:marketing@vaswcd.org)) – Join the marketing committee and assist districts and the VASWCD with increasing public awareness of Virginia's Soil and Water Conservation Districts.
  - ❖ To sign up simply send an email message to [marketing-request@vaswcd.org](mailto:marketing-request@vaswcd.org) with only the word subscribe or (unsubscribe) as the subject.
- **VCAP email list** ([vcap@swcd.org](mailto:vcap@swcd.org)) - Sign up for program updates, event notifications, deadline reminders, and all topics relevant to stormwater management and the Virginia Conservation Assistance Program (VCAP).
  - ❖ To sign up simply send an email message to [vcap-request@vaswcd.org](mailto:vcap-request@vaswcd.org) with only the word subscribe or (unsubscribe) as the subject.
- **Legislative Committee email list** ([legislativecommittee@vaswcd.org](mailto:legislativecommittee@vaswcd.org)) – Join the VASWCD Legislative committee to assist with legislative development and stay up to date on the VASWCDs legislative efforts.
  - ❖ To sign up simply send an email message to [legislativecommittee-request@vaswcd.org](mailto:legislativecommittee-request@vaswcd.org) with only the word subscribe or (unsubscribe) as the subject.

**When sending an email to any listserv type the listserv email address in the TO field and that email will be sent to VASWCD staff for approval.**